



**TOWN OF FOXBOROUGH
ANNUAL TOWN MEETING
MAY 12, 2003
LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
QUESTION 1 – PROP 2 1/2 GENERAL OVERRIDE - OPERATING BUDGET
QUESTION 2 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - SNOW REMOVAL EQUIPMENT
QUESTION 3 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - PICK-UP TRUCK
QUESTION 4 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - T.J. O'GRADY MEMORIAL SKATE PARK
- 2. HEAR AND ACCEPT REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
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- 10. REVOLVING FUND – LIBRARY FINES****
- 11. REVOLVING FUND – DOG LICENSE FEES****
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- 14. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS****
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- 16. COLONIAL RIDGE DRIVE ROAD ACCEPTANCE****
- 17. COLONIAL RIDGE DRIVE - LAND ACCEPTANCE – PARCELS A, B, C AND D****
- 18. SCHOOL HOUSE LANE – ROAD ACCEPTANCE****
- 19. RESIDENCY REQUIREMENTS FOR REGULAR FIRE AND POLICE OFFICERS****
- 20. ACCEPTANCE OF LOT A SWANSON ROAD FOR RIGHT OF WAY PURPOSES****
- 21. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM****

22. **AUTHORIZE BOS TO NEGOTIATE LEASE OF TOWN LAND WITH PROVIDER OF PERSONAL WIRELESS SERVICES**
23. **INCREASE IN SENIOR CITIZEN PROPERTY TAX WORK-OFF ABATEMENT TO \$750 PER YEAR**
24. **DEMOLITION DELAY BYLAW**
25. **ACCEPTANCE OF LAND FOR RECREATIONAL FIELD USE**
26. **CAPITAL EXPENDITURE – SNOW REMOVAL EQUIPMENT**
27. **CAPITAL EXPENDITURE – PICK-UP TRUCK**
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30. **AMEND FY 2001 & FY 2003 PERSONNEL PLAN SCHEDULE B AND PAY PRIOR YEAR PAYROLL OBLIGATION**
31. **CUNNINGHAM ROAD – DISCONTINUE USE AS A PUBLIC WAY**
32. **ZONING BYLAW AMENDMENT - AMENDMENTS TO THE TOWN CENTER SIGN REQUIREMENTS TO CONFORM TO DESIGN REVIEW GUIDELINES**
33. **ZONING BYLAW AMENDMENT - REZONE PORTION OF INDUSTRIAL-COMMERCIAL (IC) DISTRICT #5 FROM INDUSTRIAL-COMMERCIAL (IC) TO AGRICULTURAL-RESIDENTIAL (AR)**
34. **ZONING BYLAW AMENDMENT - REMOVE PORTION OF PARCEL 176 REZONED FROM IC TO AR AT THE 2002 ATM; AND PORTION OF IC DISTRICT # 5 REZONED ABOVE FROM THE WIRELESS COMMUNICATION FACILITIES OVERLAY DISTRICT**
35. **ZONING BYLAW AMENDMENT - ROOF TOP MECHANICALS**
36. **AUTHORIZE BOS TO NEGOTIATE AGREEMENT FOR SOLID WASTE DISPOSAL**

LEGEND

- ** CONSENT AGENDA**
PETITION ARTICLE



BOXBOROUGH ANNUAL TOWN MEETING

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2003 at 7:30 p.m. to act on Articles 2 through 36 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 19th day of May, 2003 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Questions 1 - 4. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator, and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The articles to be taken up on the Consent Agenda are indicated by a double asterisk (**).

THE CONSENT AGENDA WILL BE TAKEN UP AS THE FIFTH ORDER OF BUSINESS, AFTER CONSIDERATION OF ARTICLE 4 (PERSONNEL ADMINISTRATION PLAN CHANGES), AT THE ANNUAL TOWN MEETING ON MONDAY, MAY 12, 2003.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116 before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article printed in this warrant.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

One Town Clerk for a one-year term

One Tax Collector for a three-year term

Two Selectmen members, each for a three-year term

One Board of Health member for a three year term

Two Library Trustees, each for a three year term

One Planning Board member for a three-year term

One School Committee (Local and of the Region) member for a three-year term

One School Committee (Local only) member for a three-year term

As well as other Town Officers as may be necessary, and to vote on the following questions:

QUESTION 1 PROP 2 1/2 GENERAL OVERRIDE - OPERATING BUDGET

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Seven Hundred Twenty-Five Thousand Dollars (\$725,000) in real estate and personal property taxes for the purposes of funding the operating budgets of the Town and Public Schools for the fiscal year beginning July first two thousand and three (7/1/03)?

QUESTION 2 PROP 2 1/2 CAPITAL OUTLAY PURCHASE - SNOW REMOVAL EQUIPMENT

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Twenty-one Thousand Dollars (\$21,000) in real estate and personal property taxes for the purposes of acquiring snow removal equipment for the Public Works Department for the fiscal year beginning July first two thousand and three (7/1/03)?

QUESTION 3 PROP 2 1/2 CAPITAL OUTLAY PURCHASE - PICK-UP TRUCK

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Thirty-Six Thousand Dollars (\$36,000) in real estate and personal property taxes for the purposes of acquiring a pick-up truck for the Public Works Department for the fiscal year beginning July first two thousand and three (7/1/03)?

QUESTION 4 PROP 2 1/2 CAPITAL OUTLAY PURCHASE - T.J. O'GRADY MEMORIAL SKATE PARK

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Forty Thousand Dollars (\$40,000) in real estate and personal property taxes for the purposes of providing Boxborough's contribution towards the construction of the T.J. O'Grady Memorial Skate Park for the fiscal year beginning July first two thousand and three (7/1/03)?

ARTICLE 2 HEAR AND ACCEPT REPORTS

(Majority vote required)

To hear the reports of the Selectmen and other Town Officers, Agents and Committees; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

This article provides for the acceptance of the Town Report and any other reports that Town Boards and Commissions may offer. In addition, this allows for an acceptance of any committee reports requested by previous Town Meetings.

NOTES:

ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2003 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$47,236.39 year
Town Clerk	\$30,765.83 year
Moderator	\$25.00 each meeting
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

This article establishes the salaries for all elected members of Town Government.

The Finance Committee recommends unanimously.

The Finance Committee agrees with all salaries and compensation for Town Officers as proposed by the Personnel Board.

NOTES:

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to make the following changes to the Personnel Administration Plan:

Article XII Section 6

Paragraph 1: CHANGE "Health Insurance; provided the following eligibility conditions apply." **TO** "Health Insurance, as set forth in MGL Ch.32B§9A; provided the following eligibility conditions apply."

REPLACE sub-paragraph "b" with: "The retired employee is a member of Middlesex Retirement System, Massachusetts Teachers Association or any other retirement system recognized by the Town of Boxborough, and the employee meets the requirements for retirement as set forth by such system."

Article XIV: REPLACE entire Article with the following:

Article XIV. Disciplinary Actions and Dismissal

Section 1. Statement of Responsibilities – It is the responsibility of all employees to comply with regulations necessary for the proper operation of the departments in the Town of Boxborough.

Section 2. Enforcement – Department Heads are responsible for enforcing these regulations and referring problem situations to the Town Administrator's office or the Library Board of Trustees for appropriate disciplinary action.

Section 3. Types of Disciplinary Action – Disciplinary action or measures shall include the following: Oral Reprimand, Written Reprimand, Disciplinary Probation, Suspension without pay, and/or Discharge. Such actions may begin at a level appropriate to the offense.

Section 4. Severity of Discipline – The disciplinary action as specified should be consistent with the seriousness of the offense or behavior involved.

Section 5. Reasons for Disciplinary Action – Disciplinary action may be imposed upon an employee for documented failure to fulfill his/her responsibilities as an employee. Examples of employee failure to fulfill his/her responsibilities as an employee include, but are not limited to:

- a. Willful violation of provisions of the Town Personnel Administration Plan.
- b. Negligence in the care of Town property.
- c. Habitual (in excess of allotted leaves) tardiness and/or absence from duty.
- d. Refusal to perform a reasonable amount of compensated work after working hours when given advance notice of and directed to by his/her supervisor.
- e. Insubordinate action or behavior that is perceived to violate generally accepted rules of conduct as befits an employee of the Town.
- f. Under the influence of alcohol or a controlled substance while on duty, or in possession of alcohol or a controlled substance while on duty.
- g. Conduct which reflects unfavorably upon the Town service.
- h. Violation of any reasonable or official order or failure to carry out any lawful and reasonable directions made and given by a proper supervisor.
- i. Any other instance or situation of such seriousness that disciplinary action is considered warranted.
- j. Conviction of a felony.

- Section 6. Reprimand Procedure – A Department Head who notes unsatisfactory job performance, or non-compliance with written regulations may, if other discipline isn't warranted, issue an oral or written reprimand to the employee, including reason(s) for the reprimand, and an offer of assistance on the part of the Department Head in correcting the unsatisfactory situation. Oral reprimands shall be presented with maximum regard for minimizing embarrassment to the employee before other employees or the public.
- Section 7. Disciplinary Probation –
- a. Placement on Disciplinary Probation – If oral or written reprimand fails to correct unsatisfactory job performance, or non-compliance with department regulations, an employee may be required to serve a maximum ninety (90) day disciplinary probation. Duration of the probation is at the discretion of the Department Head, the Town Administrator or Library Board of Trustees. The employee will receive a written notice stating reasons for the disciplinary probation and the effective date of such action. Disciplinary probation will be imposed where this action is not in conflict with requirements of current labor agreements.
 - b. Expiration of Disciplinary Probation – The expiration of disciplinary probation does not diminish the Department Head's, Town Administrator's, or Library Board of Trustees' right to consider an individual's overall work history when making decisions relating to discipline or discharge. When the employee's disciplinary probation expires, the Department Head will notify the Town Administrator or the Library Board of Trustees, in writing, that:
 - 1) The employee's performance and behavior was satisfactory and that the employee be retained in his/her position. OR
 - 2) The employee's performance and/or behavior remained unsatisfactory and that it is recommended that the employee be either suspended or discharged.
- Section 8. Suspension – At the discretion of the Department Head, Town Administrator, or Library Board of Trustees, an unsatisfactory employee may be suspended without pay for a period or periods that will not exceed a total of thirty (30) days in any twelve-month period. Such suspension may be in lieu of disciplinary probation, or at the expiration of the disciplinary probation, depending upon the situation. The employee will receive a written notice stating reasons for the suspension and the effective date. At the end of the suspension period, and a reasonable observation period of no less than ninety (90) days, the Department Head will inform the Town Administrator or Library Board of Trustees of the employee's improved behavior/performance and his/her recommended retention of the employee, or of the employee's continued unsatisfactory behavior/performance, and his/her recommended discharge of the employee.
- Section 9. Discharge – An employee may be discharged either because he/she is unsatisfactory on the job or for violation of Town regulations. Prior to any employee's discharge both the Personnel Board Chair and the Board of Selectmen Chair should be consulted. Examples of employee actions which may result in immediate termination include, but are not limited to:
- Theft or dishonesty
 - Assault or other violent behavior
 - Falsification of records
 - Intentional or malicious damage to Town property
 - Violation of another person's civil rights
 - Concealment of an error or omission of pertinent facts
- Section 10. Employee Appeal – The employee shall have the right to appeal his/her placement on disciplinary probation, suspension, or discharge at the second step of the grievance procedure, and the case shall be handled in accordance with this procedure. Suspensions or discharges made during the initial training period or at the expiration of the initial training period are not appealable. A

decision not to reappoint an individual whose term has expired is not a dismissal for purposes of this plan and is not subject to challenge.

Section 11. Documentation – All documentation related to oral and written reprimands and disciplinary actions shall be retained in the employee's official personnel file. It is the Town's policy not to remove any disciplinary documents from an official personnel file.

SCHEDULE A:

Remove Library Director from Regular Full-time Non-Exempt and from Regular Reduced Hours.

Add Library Director to Department Heads.

Add Conservation Agent to Regular Part-time.

Add Call Fire Chief and Call Building Inspector to Intermittent.

And by:

Amending Schedule B as indicated in the following schedule;

or take any other action relative thereto.

The Board of Selectmen recommends.

A public hearing was held on March 31, 2003.

Personnel Board recommends.

These changes clarify and upgrade the referenced sections.

The Finance Committee defers recommendation.

At this writing several modifications to the wording of the Personnel Administration Plan are contemplated that have not yet been reviewed by the Finance Committee. We therefore defer recommendation on this article. This deferral does not imply fundamental disagreement with the proposed changes, only a desire to fully understand them. We wish to thank the Personnel Board for their efforts in this important work.

NOTES:

**Town of Boxborough Personnel Administration Plan
Classification of Positions FY 2003 Schedule A**

POSITION TITLE

DEPARTMENT HEADS

Town Administrator
Police Chief
Fire Chief
DPW Director
Library Director

REGULAR FULL-TIME SCHEDULE

Exempt Employees

Assistant Town Administrator

Treasurer

Accountant

Assessor

*Building Inspector/Code Enforcement
Planner*

Non-Exempt Employees

Secretary I

Secretary II

Police Sergeant

Police Officer

Firefighter/EMT

Custodian

DPW Foreman

DPW Worker

DPW Semi-skilled Worker

Dispatch Supervisor

Dispatcher

REGULAR REDUCED HOURS SCHEDULE

COA Coordinator

Children's Librarian

Sr. Library Technician

Library Technician

DPW Worker

REGULAR PART-TIME SCHEDULE

Secretary I

Secretary II

Children's Librarian

Sr. Library Technician

Library Technician

Transfer Station Operator I

Conservation Agent

PER DIEM SCHEDULE

Fire Lieutenant/EMT

Call Fighter/EMT

Call Firefighter

Special Police Officer

Dispatcher

INTERMITTENT SCHEDULE

Cemetery Superintendent

Cemetery Laborer

Registrar Chairperson

Clerk of Elections

Election Worker

Registrar Member

Veterans' Agent

Call Fire Chief

Deputy Fire Chief

Fire Captain

Fire Lieutenant

Call Firefighter/EMT

Fire Department Chaplain

Call Building Inspector

Special Police Officer

Lock-up Attendant

Dispatcher

Seasonal Maintenance Worker

Snow Plower

Seasonal Conservation Worker

Assistant Building Inspector

Wiring Inspector

Plumbing and Gas Inspector

Dog Officer

Assistant Dog Officer

Animal Control Officer

Animal Inspector

Fence Viewer

Field Driver

Director of Summer Playground

Director of Gymnastics

Director of Winter Programs

Lead Counselor

Counselor

Counselor-in-Training

Intern (Town Hall)

Library Page

Junior Library Page

POSITION TITLE

Elected Positions

Selectman

Board of Health Member

Planning Board Member

Library Trustee

Moderator

Constable

Tax Collector

Town Clerk

TOWN OF BOXBOROUGH PERSONNEL ADMINISTRATION PLAN

COMPENSATION OF POSITIONS -- FY2004 SCHEDULE B

<u>POSITION TITLE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
<u>DEPARTMENT HEADS</u>				<u>FY2003</u>	<u>FY2004</u>	
<i>Town Administrator</i>	<i>Contract expires 12/31/03</i>			76,650.00	80,482.50	
<i>Police Chief</i>	<i>Contract expires 12/31/03 (base)</i>			62,580.00	65,709.00	
	<i>with Quinn Bill</i>			75,096.00	78,850.80	
<i>Fire Chief</i>	<i>Contract expires 12/31/03</i>			66,360.00	69,678.00	
<i>DPW Director</i>	<i>Contract expires 12/31/03</i>			68,145.00	71,552.25	
<i>Library Director</i>	<i>Contract expires 12/31/04</i>			42,187.60	45,411.00	
 <u>REGULAR FULL-TIME SCHEDULE</u>						
Exempt Employees						
Assistant Town Administrator	43,985.85	45,525.35	47,118.74	48,767.90	50,474.77	52,241.39
Treasurer	45,995.42	47,605.26	49,271.44	50,995.94	52,780.80	54,628.13
<i>Accountant</i>	43,526.71	45,050.14	46,626.90	48,258.84	49,947.90	51,696.08
<i>Assessor</i>	49,218.34	50,940.98	52,723.92	54,569.25	56,479.18	58,455.95
<i>Building Inspector/Code Enforcement</i>	43,565.45	45,090.24	46,668.40	48,301.79	49,992.36	51,742.09
<i>Planner</i>	45,064.79	46,642.06	48,274.53	49,964.14	51,712.88	53,522.83
 Non-Exempt Employees						
<i>Secretary I</i>	13.06	13.52	13.99	14.48	14.99	15.51
<i>Secretary II</i>	16.50	17.08	17.68	18.29	18.93	19.60
<i>Police Sergeant</i>	22.28	22.70	23.11			
<i>Police Officer</i> 16.79	17.37	17.98	18.61	19.26	19.93	20.63
<i>Firefighter/EMT</i>	15.43	15.97	16.53	17.11	17.71	18.33
<i>Custodian</i>	13.28	13.74	14.23	14.72	15.24	15.77
DPW Foreman	19.55	20.23	20.94	21.68	22.43	23.22
DPW Worker	15.61	16.16	16.72	17.31	17.91	18.54
DPW Semi-skilled Worker	14.23	14.73	15.24	15.78	16.33	16.90
Dispatch Supervisor	15.61	16.16	16.72	17.31	17.91	18.54
Dispatcher	14.11	14.60	15.11	15.64	16.19	16.76
 <u>REGULAR REDUCED HOURS SCHEDULE</u>						
<i>COA Coordinator</i>	16.50	17.08	17.68	18.29	18.93	19.60
Children's Librarian	16.53	17.11	17.71	18.33	18.97	19.63
Sr. Library Technician	12.19	12.62	13.06	13.52	13.99	14.48
Library Technician	10.38	10.74	11.12	11.51	11.91	12.33
DPW Worker	15.61	16.16	16.72	17.31	17.91	18.54
 <u>REGULAR PART-TIME SCHEDULE</u>						
<i>Secretary I</i>	13.06	13.52	13.99	14.48	14.99	15.51
<i>Secretary II</i>	16.50	17.08	17.68	18.29	18.93	19.60
Children's Librarian	16.53	17.11	17.71	18.33	18.97	19.63
Sr. Library Technician	12.19	12.62	13.06	13.52	13.99	14.48
Library Technician	10.38	10.74	11.12	11.51	11.91	12.33
Transfer Station Operator I	14.26	14.76	15.28	15.81	16.36	16.94
Conservation Agent	20.00	20.70	21.42	22.17	22.95	23.75
 <u>PER DIEM SCHEDULE</u>						
Fire Lieutenant/EMT	14.50					
Call Fighter/EMT	13.17					
Call Firefighter	13.17					
Special Police Officer	13.17					
Dispatcher	13.17					

TOWN OF BOXBOROUGH PERSONNEL ADMINISTRATION PLAN

COMPENSATION OF POSITIONS -- FY2004 SCHEDULE B

<u>POSITION TITLE</u>	<u>Rate</u>	
<u>INTERMITTENT SCHEDULE</u>		
Cemetery Superintendent	6,920.59 annually	
Cemetery Laborer	8.68	
Registrar Chairperson	742.45 annually	
Clerk of Elections	9.44	
Election Worker	8.39	
Registrar Member	222.76 annually (plus \$0.33 a head)	
Veterans' Agent	12.24	
Call Fire Chief	34.00	
Deputy Fire Chief	15.94	
Fire Captain	15.22	
Fire Lieutenant	14.50	
Call Firefighter/EMT	13.17	
Fire Department Chaplain	13.17	
Call Building Inspector	34.00	
Special Police Officer	13.17	
Lock-up Attendant	11.81	
Dispatcher	13.17	
Seasonal Maintenance Worker	10.75	
Snow Plower	17.04	
Seasonal Conservation Worker	10.08	
Assistant Building Inspector	20.96	
Wiring Inspector	fees \$50,000 cap/yr	Selectmen & FinCom may modify if required
Plumbing and Gas Inspector	fees \$15,000 cap/yr	Selectmen & FinCom may modify if required
Dog Officer	8,722.74 annually	
Assistant Dog Officer	8.55 4 hour call min	
Animal Control Officer	2,124.77 annually	
Animal Inspector	782.81 annually	
Fence Viewer	40.00 annually	
Field Driver	40.00 annually	
Director of Summer Playground	15.35	
Director of Gymnastics	14.77	
Director of Winter Programs	14.77	
Lead Counselor	11.18	
Counselor	8.39	
Counselor-in-Training	7.84	
Intern (Town Hall)	8.39	
Library Page	8.39	
Junior Library Page	7.55	
Elected Positions	FY 2003	FY 2004
Selectman	400.00 annually	
Board of Health Member	166.67 annually	
Planning Board Member	109.00 annually	
Library Trustee	0.00 annually	
Moderator	25.00 per meeting	
Constable	3.00 /warrant posted/location	
Tax Collector	45,419.61 annually	47,236.39
Town Clerk	29,582.53 annually	30,765.83

NOTES

CPI-U for the Boston area is 4%

Fee maximum is 1% of FY03 levy or \$109,646.

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will appropriate and raise by taxation or otherwise for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2003 provided that the Town has first voted by ballot at the municipal election to assess an additional Seven Hundred Twenty-Five Thousand Dollars (\$725,000) in real estate and personal property taxes for the purposes of funding and operating budgets of the Town and Public Schools for the fiscal year beginning July first two thousand and three (7/1/03); or take any other action relative thereto.

The Finance Committee recommends unanimously.

The operating budget categories and sums presented here represent the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens. The tax rate implications and tradeoffs of the Town operating budget are described in detail in the Finance Committee Report at the end of the warrant.

The salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with the amounts found in "Compensation of Positions FY2004 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above.

NOTES:

FY 2004 Budget Summary

	<u>Account Name</u>	<u>FY 01 Actual</u>	<u>FY 02 Budget</u>	<u>FY 02 Actual</u>	<u>FY 03 Budget</u>	<u>FY04 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Comments</u>
114	Total Salaries - Moderator	\$ 75	\$ 125	\$ 75	\$ 125	\$ 125	\$ -	0.00%	
114	Total Other Expenses - Moderator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
114	Total Moderator Expenses	\$ 75	\$ 125	\$ 75	\$ 125	\$ 125	\$ -	0.00%	\$25 per meeting
119	Total Salaries - Town Constable	\$ -	\$ 294	\$ 36	\$ -	\$ -	\$ -	0.00%	
119	Total Other Expenses - Town Constable	\$ 242	\$ 6	\$ 40	\$ 300	\$ 235	\$ (65)	-21.67%	
119	Total Constable Expenses	\$ 242	\$ 300	\$ 76	\$ 300	\$ 235	\$ (65)	-21.67%	\$3/Warrant/Location
122	Total Salaries - Selectman	\$ 2,051	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%	\$400 per year
122	Total Other Expenses - Selectman	\$ 4,173	\$ 24,165	\$ 20,028	\$ 14,165	\$ 9,240	\$ (4,925)	-34.77%	Reductions in Consulting &
122	total Selectman Expenses	\$ 6,223	\$ 26,165	\$ 22,028	\$ 16,165	\$ 11,240	\$ (4,925)	-30.47%	Appreciation Events
123	Total Salaries - Town Administrator	\$ 98,460	\$ 118,615	\$ 117,762	\$ 125,184	\$ 132,724	\$ 7,540	6.02%	Contracted Increase
123	Total Other Expenses- Town Administrator	\$ -	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ -	0.00%	
123	Total Expenses - Town Administrator	\$ 98,460	\$ 123,415	\$ 122,562	\$ 129,984	\$ 137,524	\$ 7,540	5.80%	
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Total Other Expenses- Finance Committee	\$ 327	\$ 452	\$ 452	\$ 450	\$ 450	\$ -	0.00%	
131	Total Expenses - Finance Committee	\$ 327	\$ 452	\$ 452	\$ 450	\$ 450	\$ -	0.00%	
135	Total Salaries - Accountant	\$ 50,735	\$ 25,854	\$ 25,854	\$ 49,708	\$ 45,051	\$ (4,657)	-9.37%	New Accountant Hired
135	Total Other Expenses- Accountant	\$ 12,192	\$ 52,035	\$ 49,705	\$ 23,225	\$ 21,940	\$ (1,285)	-5.53%	Reduction in Software Fees
135	Total Expenses - Accountant	\$ 62,927	\$ 77,889	\$ 75,559	\$ 72,933	\$ 66,991	\$ (5,942)	-8.15%	
141	Total Salaries - Assessor	\$ 65,751	\$ 52,828	\$ 44,695	\$ 47,325	\$ 50,941	\$ 3,616	7.64%	Contracted Increase
141	Total Other Expenses-Assessor	\$ 6,657	\$ 21,430	\$ 17,865	\$ 11,245	\$ 12,055	\$ 810	7.20%	Personal Property Software
141	Total Expenses - Assessor	\$ 72,408	\$ 74,258	\$ 62,560	\$ 58,570	\$ 62,996	\$ 4,426	7.56%	
145	Total Salaries - Treasurer	\$ 52,926	\$ 50,369	\$ 50,369	\$ 52,528	\$ 55,630	\$ 3,102	5.91%	Schedule B + Certification Stipend
145	Total Other Expenses-Treasurer	\$ 15,581	\$ 33,770	\$ 23,774	\$ 67,700	\$ 19,600	\$ (48,100)	-71.05%	Revised Bonding Strategy,
145	Total Expenses - Treasurer	\$ 68,508	\$ 84,139	\$ 74,143	\$ 120,228	\$ 75,230	\$ (44,998)	-37.43%	No Loan Cert. Fees Until FY '05
146	Total Salaries - Tax Collector	\$ 46,082	\$ 43,257	\$ 43,257	\$ 45,420	\$ 48,237	\$ 2,817	6.20%	Article 3 Salary Plus Cert. Stipend
146	Total Other Expenses-Tax Collector	\$ 14,489	\$ 20,935	\$ 15,564	\$ 16,256	\$ 15,956	\$ (300)	-1.85%	
146	Total Expenses - Tax Collector	\$ 60,571	\$ 64,192	\$ 58,821	\$ 61,676	\$ 64,193	\$ 2,517	4.08%	
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	Close Out of Cases
151	Total Other Expenses-Legal	\$ 77,354	\$ 109,530	\$ 108,449	\$ 75,000	\$ 64,000	\$ (11,000)	-14.67%	Review of Needs/Bills
151	Total Expenses - Legal	\$ 77,354	\$ 109,530	\$ 108,449	\$ 75,000	\$ 64,000	\$ (11,000)	-14.67%	
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
152	Total Other Expenses-Personnel Board	\$ 195	\$ 500	\$ 253	\$ 350	\$ 330	\$ (20)	-5.71%	
152	Total Expenses - Personnel Board	\$ 195	\$ 500	\$ 253	\$ 350	\$ 330	\$ (20)	-5.71%	
161	Total Salaries - Town Clerk	\$ 42,805	\$ 28,174	\$ 28,174	\$ 29,583	\$ 30,766	\$ 1,183	4.00%	Article 3 Salary
161	Total Other Expenses-Town Clerk	\$ 2,853	\$ 4,800	\$ 1,986	\$ 2,775	\$ 2,050	\$ (725)	-26.13%	Reduced Postage, Supplies, Software
161	Total Expenses - Town Clerk	\$ 45,658	\$ 32,974	\$ 30,159	\$ 32,358	\$ 32,816	\$ 458	1.42%	
162	Total Salaries - Elect & Regist	\$ 3,372	\$ 2,120	\$ 2,043	\$ 4,001	\$ 2,905	\$ (1,096)	-27.39%	
162	Total Other Elect & Regist	\$ 3,594	\$ 4,530	\$ 2,165	\$ 3,689	\$ 3,645	\$ (44)	-1.19%	
162	Total Expenses - Elect & Regist	\$ 6,967	\$ 6,650	\$ 4,208	\$ 7,690	\$ 6,550	\$ (1,140)	-14.82%	
171	Total Salaries - Conservation Comm	\$ 10,556	\$ -	\$ -	\$ -	\$ 15,600	\$ 15,600	0.00%	Add Conservation Agent 15 hr/wk
171	Total Other - Conservation Comm	\$ 1,325	\$ 2,089	\$ 1,379	\$ 2,000	\$ 1,650	\$ (350)	-17.50%	
171	Total Expenses - Conservation Comm	\$ 11,881	\$ 2,089	\$ 1,379	\$ 2,000	\$ 17,250	\$ 15,250	762.50%	

	<u>Account Name</u>	<u>FY 01 Actual</u>	<u>FY 02 Budget</u>	<u>FY 02 Actual</u>	<u>FY 03 Budget</u>	<u>FY04 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Comments</u>
175	Total Salaries - Planning Board	\$ 58,853	\$ 50,633	\$ 50,608	\$ 52,010	\$ 54,069	\$ 2,059	3.96%	Contracted Increase
175	Total Other - Planning Board	\$ 5,231	\$ 7,356	\$ 6,393	\$ 6,221	\$ 6,221	\$ -	0.00%	
175	Total Expenses - Planning Board	\$ 64,084	\$ 57,989	\$ 57,001	\$ 58,231	\$ 60,290	\$ 2,059	3.54%	
176	Total Salaries - Zoning Board	\$ 10,556	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
176	Total Other - Zoning Board	\$ 51	\$ 335	\$ 298	\$ 335	\$ 335	\$ -	0.00%	
176	Total Expenses - Zoning Board	\$ 10,607	\$ 335	\$ 298	\$ 335	\$ 335	\$ -	0.00%	
177	Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	Administer Condo Exchange Program Engineering and ParaProfessional Services
177	Total Other - Housing Board	\$ -	\$ -	\$ -	\$ -	\$ 12,900	\$ 12,900	0.00%	
177	Total Expenses - Housing Board	\$ -	\$ -	\$ -	\$ -	\$ 12,900	\$ 12,900	0.00%	
192	Total Salaries - Town Hall	\$ 73,893	\$ 199,625	\$ 180,876	\$ 198,390	\$ 209,391	\$ 11,001	5.55%	Contracted Increases & Temp. Custodian Reduction in Network Admin. & Conferences
192	Total Other - Town Hall	\$ 60,725	\$ 98,930	\$ 70,938	\$ 104,565	\$ 85,220	\$ (19,345)	-18.50%	
	Total Expenses - Town Hall	\$ 134,617	\$ 298,555	\$ 251,813	\$ 302,955	\$ 294,611	\$ (8,344)	-2.75%	
100	Total Town Government - Salaries	\$ 516,115	\$ 573,894	\$ 545,748	\$ 606,274	\$ 647,439	\$ 41,165	6.79%	
100	Total Town Government - Other Expenses	\$ 204,989	\$ 385,662	\$ 324,089	\$ 333,076	\$ 260,627	\$ (72,449)	-21.75%	
100	Total Town Government - Total Expenses	\$ 721,104	\$ 959,556	\$ 869,837	\$ 939,350	\$ 908,066	\$ (31,284)	-3.33%	
210	Total Salaries - Police	\$ 537,893	\$ 621,598	\$ 617,839	\$ 685,753	\$ 738,420	\$ 52,667	7.68%	Contracted Increases Skewed by No Cruiser Purchase in FY '03
210	Total Other - Police	\$ 125,625	\$ 173,250	\$ 173,052	\$ 91,384	\$ 128,203	\$ 36,819	40.29%	
210	Total Expenses - Police	\$ 663,518	\$ 794,848	\$ 790,891	\$ 777,137	\$ 866,623	\$ 89,486	11.51%	
220	Total Salaries - Fire	\$ 413,968	\$ 478,908	\$ 433,761	\$ 494,157	\$ 484,019	\$ (10,138)	-2.05%	Reduced Call Firefighter Wages Ambulance Expenses Accounted Here, then Reimbursed by Ambulance Fees
220	Total Other - Fire	\$ 57,881	\$ 50,850	\$ 40,374	\$ 50,850	\$ 60,000	\$ 9,150	17.99%	
220	Total Expenses - Fire	\$ 471,849	\$ 529,758	\$ 474,135	\$ 545,007	\$ 544,019	\$ (988)	-0.18%	
221	Total Salaries - Dispatch	\$ -	\$ 179,927	\$ 150,821	\$ 179,613	\$ 184,536	\$ 4,923	2.74%	Per Contract Agreement
221	Total Other - Dispatch	\$ -	\$ 21,888	\$ 15,698	\$ 27,138	\$ 25,638	\$ (1,500)	-5.53%	
221	Total Expenses - Dispatch	\$ -	\$ 201,815	\$ 166,519	\$ 206,751	\$ 210,174	\$ 3,423	1.66%	
241	Total Salaries - Building Insp	\$ 61,290	\$ 45,180	\$ 45,179	\$ 48,070	\$ -	\$ (48,070)	-100.00%	Position Changed, Covered by Contracted Services While Evaluating Needs
241	Total Other - Building Insp	\$ 7,266	\$ 8,277	\$ 8,419	\$ 4,050	\$ 47,050	\$ 43,000	1061.73%	
241	Total Expenses - Building Insp	\$ 68,556	\$ 53,457	\$ 53,598	\$ 52,120	\$ 47,050	\$ (5,070)	-9.73%	
249	Total Salaries - Asst Building Insp	\$ 2,831	\$ 6,500	\$ 5,802	\$ 6,500	\$ -	\$ (6,500)	-100.00%	Position Changed, Covered by Contracted Building Inspector Services
249	Total Other - Asst Building Insp	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ (250)	-100.00%	
249	Total Expenses - Asst Building Insp	\$ 2,831	\$ 6,750	\$ 5,802	\$ 6,750	\$ -	\$ (6,750)	-100.00%	
291	Total Salaries - Civil Defense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	Emergency Planning Costs
291	Total Other - Civil Defense	\$ 50	\$ 500	\$ 72	\$ 2,500	\$ 2,500	\$ -	0.00%	
291	Total Expenses - Civil Defense	\$ 50	\$ 500	\$ 72	\$ 2,500	\$ 2,500	\$ -	0.00%	
292	Total Salaries - Dog Officer	\$ 8,170	\$ 8,379	\$ 8,160	\$ 8,608	\$ 8,944	\$ 336	3.90%	Contracted Increase Reduction in Facility Rental
292	Total Other - Dog Officer	\$ 1,743	\$ 2,670	\$ 1,376	\$ 2,470	\$ 1,765	\$ (705)	-28.54%	
292	Total Expenses - Dog Officer	\$ 9,913	\$ 11,049	\$ 9,537	\$ 11,078	\$ 10,709	\$ (369)	-3.34%	
299	Total Salaries - Field Driver	\$ 35	\$ 40	\$ 240	\$ 40	\$ 40	\$ -	0.00%	
299	Total Other - Field Driver	\$ -	\$ 25	\$ 5	\$ 25	\$ 25	\$ -	0.00%	
299	Total Expenses - Field Driver	\$ 35	\$ 65	\$ 245	\$ 65	\$ 65	\$ -	0.00%	
200	Total Salaries - Protection	\$ 1,024,187	\$ 1,340,532	\$ 1,261,801	\$ 1,422,741	\$ 1,415,958	\$ (6,783)	-0.48%	
200	Total Other - Protection	\$ 192,564	\$ 257,710	\$ 238,997	\$ 178,667	\$ 265,181	\$ 86,514	48.42%	
200	Total Expenses - Protection	\$ 1,216,751	\$ 1,598,242	\$ 1,500,799	\$ 1,601,408	\$ 1,681,140	\$ 79,732	4.98%	

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300	Total Expenses - Blanchard School	\$ 3,827,323	\$ 4,328,897	\$ 4,290,941	\$ 4,745,871	\$ 4,925,633	\$ 179,762	3.79%	
310	Total Expenses - Minuteman Vocational HS	\$ 145,830	\$ 141,048	\$ 141,048	\$ 204,165	\$ 232,502	\$ 28,337	13.88%	
320	Total Expenses - A/B RHS Assessment	\$ 2,791,547	\$ 3,332,201	\$ 3,332,201	\$ 3,607,454	\$ 4,326,696	\$ 719,242	19.94%	Due to both Increased Costs (75%) and increased Enrollment (25%)
300	Total Expenses - Education	\$ 6,764,700	\$ 7,802,146	\$ 7,764,190	\$ 8,557,490	\$ 9,484,831	\$ 927,341	10.84%	
422	Total Salaries - Public Works	\$ 211,045	\$ 239,220	\$ 238,748	\$ 254,172	\$ 305,013	\$ 50,841	20.00%	Transfer Station & Recycling Added to Public Works
422	Total Other - Public Works	\$ 260,786	\$ 326,788	\$ 251,976	\$ 285,845	\$ 233,233	\$ (52,612)	-18.41%	Reduced Transfer Station Tonnage/Tip Fees
422	Total Expenses - Public Works	\$ 471,831	\$ 566,008	\$ 490,724	\$ 540,017	\$ 538,246	\$ (1,771)	-0.33%	
423	Total Salaries - Snow & Ice	\$ 35,480	\$ 33,306	\$ 17,156	\$ 33,306	\$ 33,306	\$ -	0.00%	
423	Total Other - Snow & Ice	\$ 39,773	\$ 34,601	\$ 34,258	\$ 30,670	\$ 32,000	\$ 1,330	4.34%	Increased Sand/Salt Expense
423	Total Expenses - Snow & Ice	\$ 75,254	\$ 67,907	\$ 51,414	\$ 63,976	\$ 65,306	\$ 1,330	2.08%	
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
424	Total Other - Street Lighting	\$ 1,967	\$ 2,400	\$ 2,384	\$ 2,850	\$ 2,950	\$ 100	3.51%	
424	Total Expenses - Street Lighting	\$ 1,967	\$ 2,400	\$ 2,384	\$ 2,850	\$ 2,950	\$ 100	3.51%	
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
429	Total Other - Fuel	\$ 30,951	\$ 32,767	\$ 24,194	\$ 32,767	\$ 32,767	\$ -	0.00%	
429	Total Expenses - Fuel	\$ 30,951	\$ 32,767	\$ 24,194	\$ 32,767	\$ 32,767	\$ -	0.00%	
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
431	Total Other - Hazardous Waste Coll	\$ -	\$ 10,396	\$ 24,705	\$ 10,396	\$ 13,950	\$ 3,554	34.19%	Increased Usage Experience, \$ per Car
431	Total Expenses - Hazardous Waste Coll	\$ -	\$ 10,396	\$ 24,705	\$ 10,396	\$ 13,950	\$ 3,554	34.19%	
491	Total Salaries - Cemetery	\$ 7,048	\$ 7,546	\$ 6,880	\$ 7,541	\$ 7,807	\$ 266	3.53%	Schedule B Salary
491	Total Other - Cemetery	\$ 1,884	\$ 1,450	\$ 1,076	\$ 1,450	\$ 1,450	\$ -	0.00%	
491	Total Expenses - Cemetery	\$ 8,932	\$ 8,996	\$ 7,956	\$ 8,991	\$ 9,257	\$ 266	2.96%	
400	Total Salaries-Public Works & Facilities	\$ 253,573	\$ 280,072	\$ 262,784	\$ 295,019	\$ 346,127	\$ 51,108	17.32%	
400	Total - OtherPublic Works & Facilities	\$ 335,361	\$ 408,402	\$ 338,594	\$ 363,978	\$ 316,350	\$ (47,628)	-13.09%	
400	Total Expenses-Public Works - Facilities	\$ 588,934	\$ 688,474	\$ 601,377	\$ 658,997	\$ 662,477	\$ 3,480	0.53%	
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
510	Total Other - Landfill Monitoring	\$ -	\$ 7,000	\$ 5,301	\$ 7,000	\$ 5,500	\$ (1,500)	-21.43%	Recent Year's Experience
510	Total Expenses - Landfill Monitoring	\$ -	\$ 7,000	\$ 5,301	\$ 7,000	\$ 5,500	\$ (1,500)	-21.43%	
511	Total Salaries - Board of Health	\$ 10,192	\$ 500	\$ 500	\$ 501	\$ 501	\$ -	0.00%	
511	Total Other - Board of Health	\$ 1,138	\$ 2,755	\$ 298	\$ 4,665	\$ 5,265	\$ 600	12.86%	Increased Consulting
511	Total Expenses - Board of Health	\$ 11,329	\$ 3,255	\$ 798	\$ 5,166	\$ 5,766	\$ 600	11.61%	
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
519	Total Other - Environmental Services	\$ 8,895	\$ 9,073	\$ 9,073	\$ 9,073	\$ 9,073	\$ -	0.00%	
519	Total Expenses - Environmental Services	\$ 8,895	\$ 9,073	\$ 9,073	\$ 9,073	\$ 9,073	\$ -	0.00%	
521	Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
521	Total Other - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%	
521	Total Expenses - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%	
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
522	Total Other - Nursing Services	\$ 2,191	\$ 2,235	\$ 2,236	\$ 2,325	\$ 2,325	\$ -	0.00%	
522	Total Expenses - Nursing Services	\$ 2,191	\$ 2,235	\$ 2,236	\$ 2,325	\$ 2,325	\$ -	0.00%	

Account Name		FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
523	Total Salaries - Human Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
523	Total Other - Human Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
523	Total Expense - Human Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
541	Total Salaries - Council on Aging	\$ 11,016	\$ 14,092	\$ 11,745	\$ 20,505	\$ 22,065	\$ 1,560	7.61%	Contracted Increase
541	Total Other - Council on Aging	\$ 1,132	\$ 1,580	\$ 1,113	\$ 3,435	\$ 3,435	\$ -	0.00%	
541	Total Expenses - Council on Aging	\$ 12,148	\$ 15,672	\$ 12,858	\$ 23,940	\$ 25,500	\$ 1,560	6.52%	
543	Total Salaries - Veterans	\$ -	\$ 550	\$ -	\$ 50	\$ 50	\$ -	0.00%	
543	Total Other - Veterans	\$ 277	\$ 250	\$ 79	\$ 250	\$ 250	\$ -	0.00%	
543	Total Expenses - Veterans	\$ 277	\$ 800	\$ 79	\$ 300	\$ 300	\$ -	0.00%	
599	Total Salaries - Inspect of Animals	\$ 700	\$ 733	\$ 733	\$ 753	\$ 783	\$ 30	3.98%	
599	Total Other - Inspect of Animals	\$ -	\$ 600	\$ 498	\$ 600	\$ 600	\$ -	0.00%	
599	Total Expenses - Inspect of Animals	\$ 700	\$ 1,333	\$ 1,231	\$ 1,353	\$ 1,383	\$ 30	2.22%	
600	Total Salaries - Animal Control Officer	\$ 1,587	\$ 1,988	\$ 1,988	\$ 2,044	\$ 2,126	\$ 82	4.01%	
600	Total Other - Animal Control Officer	\$ -	\$ -	\$ -	\$ 300	\$ 300	\$ -	0.00%	
600	Total Expenses - Animal Control Officer	\$ 1,587	\$ 1,988	\$ 1,988	\$ 2,344	\$ 2,426	\$ 82	3.50%	
500/600	Total Salaries-Health Services	\$ 23,495	\$ 17,863	\$ 14,966	\$ 23,853	\$ 25,525	\$ 1,672	7.01%	
500/600	Total - Other - Health Services	\$ 24,632	\$ 34,493	\$ 29,597	\$ 38,648	\$ 37,748	\$ (900)	-2.33%	
500/600	Total Expenses-Health Services	\$ 48,127	\$ 52,356	\$ 44,564	\$ 62,501	\$ 63,273	\$ 772	1.24%	
610	Total Salaries - Library	\$ 53,808	\$ 81,747	\$ 74,329	\$ 85,810	\$ 89,683	\$ 3,873	4.51%	Schedule B Salaries Consortium Dues Increase
610	Total Other - Library	\$ 34,727	\$ 57,984	\$ 56,661	\$ 39,819	\$ 41,003	\$ 1,184	2.97%	
610	Total Expenses - Library	\$ 88,536	\$ 139,731	\$ 130,990	\$ 125,629	\$ 130,686	\$ 5,057	4.03%	
630	Total Salaries - Recreation Comm	\$ 12,976	\$ 15,000	\$ 14,978	\$ 19,745	\$ 20,665	\$ 920	4.66%	Electricity for Irrigation Liberty Fields
630	Total Other - Recreation Comm	\$ 4,716	\$ 7,030	\$ 7,188	\$ 10,550	\$ 12,450	\$ 1,900	18.01%	
630	Total Expenses - Recreation Comm	\$ 17,692	\$ 22,030	\$ 22,166	\$ 30,295	\$ 33,115	\$ 2,820	9.31%	
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
691	Total Other - Historical Comm	\$ 44	\$ 600	\$ 23	\$ 450	\$ 450	\$ -	0.00%	
691	Total Expenses - Historical Comm	\$ 44	\$ 600	\$ 23	\$ 450	\$ 450	\$ -	0.00%	
692	Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
692	Total Other - Public Celebration	\$ 746	\$ 1,335	\$ 687	\$ 1,000	\$ 700	\$ (300)	-30.00%	
692	Total Expenses - Public Celebration	\$ 746	\$ 1,335	\$ 687	\$ 1,000	\$ 700	\$ (300)	-30.00%	
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
693	Total Other - Steele Farm	\$ -	\$ 10,146	\$ 155	\$ 2,090	\$ 1,290	\$ (800)	-38.28%	
693	Total Expenses - Steele Farm	\$ -	\$ 10,146	\$ 155	\$ 2,090	\$ 1,290	\$ (800)	-38.28%	
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
699	Total Other - A/B Cultural Council	\$ 955	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
699	Total Expenses - A/B Cultural Council	\$ 955	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
600	Total Salaries - Culture & Recreation	\$ 66,784	\$ 96,747	\$ 89,307	\$ 105,555	\$ 110,348	\$ 4,793	4.54%	
600	Total Other - Culture & Recreation	\$ 41,189	\$ 78,095	\$ 65,715	\$ 54,909	\$ 56,893	\$ 1,984	3.61%	
600	Total Expenses - Culture & Recreation	\$ 107,973	\$ 174,842	\$ 155,023	\$ 160,464	\$ 167,241	\$ 6,777	4.22%	
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
710	Total Other - Maturing Debt Principal	\$ 1,053,000	\$ 889,000	\$ 889,000	\$ 909,512	\$ 857,684	\$ (51,828)	-5.70%	
710	Total Expenses - Maturing Debt Principal	\$ 1,053,000	\$ 889,000	\$ 889,000	\$ 909,512	\$ 857,684	\$ (51,828)	-5.70%	
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
751	Total Other - Maturing Debt Interest	\$ 489,046	\$ 399,589	\$ 395,787	\$ 514,429	\$ 562,368	\$ 47,939	9.32%	
751	Total Expenses - Maturing Debt Interest	\$ 489,046	\$ 399,589	\$ 395,787	\$ 514,429	\$ 562,368	\$ 47,939	9.32%	
700	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
700	Total Other - Debt Service	\$ 1,542,046	\$ 1,288,589	\$ 1,284,787	\$ 1,423,941	\$ 1,420,052	\$ (3,889)	-0.27%	
700	Total Expenses - Debt Service	\$ 1,542,046	\$ 1,288,589	\$ 1,284,787	\$ 1,423,941	\$ 1,420,052	\$ (3,889)	-0.27%	
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
830	Total Other - County Ret Assessment	\$ 162,259	\$ 170,634	\$ 170,634	\$ 193,272	\$ 232,331	\$ 39,059	20.21%	
830	Total Expenses - County Ret Assessment	\$ 162,259	\$ 170,634	\$ 170,634	\$ 193,272	\$ 232,331	\$ 39,059	20.21%	

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912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
912	Total Other - Other Benefit Insurance	\$ 36,873	\$ 42,700	\$ 35,802	\$ 42,433	\$ 39,030	\$ (3,403)	-8.02%	
912	Total Expenses - Other Benefit Insurance	\$ 36,873	\$ 42,700	\$ 35,802	\$ 42,433	\$ 39,030	\$ (3,403)	-8.02%	
913	Total Salaries - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
913	Total Other - Deferred Compensation	\$ 463	\$ 6,000	\$ -	\$ 900	\$ 500	\$ (400)	-44.44%	
913	Total Expenses - Deferred Compensation	\$ 463	\$ 6,000	\$ -	\$ 900	\$ 500	\$ (400)	-44.44%	
914	Total Salaries - FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Other - FICA	\$ 21,775	\$ 22,400	\$ 22,171	\$ 22,500	\$ 22,500	\$ -	0.00%	
914	Total Expenses - FICA	\$ 21,775	\$ 22,400	\$ 22,171	\$ 22,500	\$ 22,500	\$ -	0.00%	
915	Total Salaries - Med,Life, LTD Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
915	Total Other - Med,Life, LTD Insurance	\$ 545,330	\$ 661,686	\$ 658,108	\$ 709,011	\$ 838,187	\$ 129,176	18.22%	
915	Total Expenses - Med,Life, LTD Insurance	\$ 545,330	\$ 661,686	\$ 658,108	\$ 709,011	\$ 838,187	\$ 129,176	18.22%	
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
945	Total Other - Liability Insurance	\$ 43,365	\$ 59,171	\$ 59,120	\$ 77,842	\$ 80,000	\$ 2,158	2.77%	
945	Total Expenses - Liability Insurance	\$ 43,365	\$ 59,171	\$ 59,120	\$ 77,842	\$ 80,000	\$ 2,158	2.77%	
900	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	These Costs Fluctuate with Employees Driven by Large Increase in Health Insurance
900	Total Other- Employee Benefits	\$ 810,065	\$ 962,591	\$ 945,835	\$ 1,045,958	\$ 1,212,548	\$ 166,590	15.93%	
900	Total Expenses- Employee Benefits	\$ 810,065	\$ 962,591	\$ 945,835	\$ 1,045,958	\$ 1,212,548	\$ 166,590	15.93%	
820	Total Salaries - Cherry Sheet Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
820	Total Other - Cherry Sheet Assessment	\$ 21,653	\$ 36,488	\$ 42,338	\$ -	\$ 62,034	\$ 62,034	0.00%	
820	Total Expenses - Cherry Sheet Assessment	\$ 21,653	\$ 36,488	\$ 42,338	\$ -	\$ 62,034	\$ 62,034	0.00%	
131	Reserve Fund -	\$ 103,929	\$ 135,000	\$ 120,313	\$ 146,000	\$ 146,000	\$ -	0.00%	

<u>Account Name</u>	<u>FY 01 Actual</u>	<u>FY 02 Budget</u>	<u>FY 02 Actual</u>	<u>FY 03 Budget</u>	<u>FY04 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Comments</u>
SUMMARY BY CATEGORIES								
<u>SALARIES</u>								
Town Government	\$ 516,115	\$ 573,894	\$ 545,748	\$ 606,274	\$ 647,439	\$ 41,165	6.79%	
Protection	\$ 1,024,187	\$ 1,340,532	\$ 1,261,801	\$ 1,422,741	\$ 1,415,958	\$ (6,783)	-0.48%	
Public Works & Facilities	\$ 253,573	\$ 280,072	\$ 262,784	\$ 295,019	\$ 346,127	\$ 51,108	17.32%	
Health Services	\$ 23,495	\$ 17,863	\$ 14,966	\$ 23,853	\$ 25,525	\$ 1,672	7.01%	
Cultural & Recreation	\$ 66,784	\$ 96,747	\$ 89,307	\$ 105,555	\$ 110,348	\$ 4,793	4.54%	
Total Town Salaries	\$ 1,884,153	\$ 2,309,108	\$ 2,174,607	\$ 2,453,442	\$ 2,545,398	\$ 91,956	3.75%	
<u>OTHER EXPENSES</u>								
Town Government	\$ 204,989	\$ 385,662	\$ 324,089	\$ 333,076	\$ 260,627	\$ (72,449)	-21.75%	
Protection	\$ 192,564	\$ 257,710	\$ 238,997	\$ 178,667	\$ 265,181	\$ 86,514	48.42%	
Public Works & Facilities	\$ 335,361	\$ 408,402	\$ 338,594	\$ 363,978	\$ 316,350	\$ (47,628)	-13.09%	
Health Services	\$ 24,632	\$ 34,493	\$ 29,597	\$ 38,648	\$ 37,748	\$ (900)	-2.33%	
Cultural & Recreation	\$ 41,189	\$ 78,095	\$ 65,715	\$ 54,909	\$ 56,893	\$ 1,984	3.61%	
Total Town	\$ 798,735	\$ 1,164,362	\$ 996,993	\$ 969,278	\$ 936,799	\$ (32,479)	-3.35%	
Total Education	\$ 6,764,700	\$ 7,802,146	\$ 7,764,190	\$ 8,557,490	\$ 9,484,831	\$ 927,341	10.84%	
Employee Benefits	\$ 810,065	\$ 962,591	\$ 945,835	\$ 1,045,958	\$ 1,212,548	\$ 166,590	15.93%	
Debt Service	\$ 1,542,046	\$ 1,288,589	\$ 1,284,787	\$ 1,423,941	\$ 1,420,052	\$ (3,889)	-0.27%	
Reserve Fund	\$ 103,929	\$ 135,000	\$ 120,313	\$ 146,000	\$ 146,000	\$ -	0.00%	
TOTAL OTHER EXPENSES	\$ 10,019,475	\$ 11,352,688	\$ 11,112,118	\$ 12,142,667	\$ 13,200,231	\$ 1,057,564	8.71%	
<u>TOTAL EXPENSES</u>								
Town Government	\$ 721,104	\$ 959,556	\$ 869,837	\$ 939,350	\$ 908,066	\$ (31,284)	-3.33%	
Protection	\$ 1,216,751	\$ 1,598,242	\$ 1,500,799	\$ 1,601,408	\$ 1,681,140	\$ 79,732	4.98%	
Public Works & Facilities	\$ 588,934	\$ 688,474	\$ 601,377	\$ 658,997	\$ 662,477	\$ 3,480	0.53%	
Health Services	\$ 48,127	\$ 52,356	\$ 44,564	\$ 62,501	\$ 63,273	\$ 772	1.24%	
Cultural & Recreation	\$ 107,973	\$ 174,842	\$ 155,023	\$ 160,464	\$ 167,241	\$ 6,777	4.22%	
Total Town	\$ 2,682,888	\$ 3,473,470	\$ 3,171,599	\$ 3,422,720	\$ 3,482,197	\$ 59,477	1.74%	
Total Education	\$ 6,764,700	\$ 7,802,146	\$ 7,764,190	\$ 8,557,490	\$ 9,484,831	\$ 927,341	10.84%	
Employee Benefits	\$ 810,065	\$ 962,591	\$ 945,835	\$ 1,045,958	\$ 1,212,548	\$ 166,590	15.93%	
Debt Service	\$ 1,542,046	\$ 1,288,589	\$ 1,284,787	\$ 1,423,941	\$ 1,420,052	\$ (3,889)	-0.27%	
Reserve Fund	\$ 103,929	\$ 135,000	\$ 120,313	\$ 146,000	\$ 146,000	\$ -	0.00%	
							0.00%	
TOTAL EXPENSES	\$ 11,903,628	\$ 13,661,796	\$ 13,286,724	\$ 14,596,109	\$ 15,745,628	\$ 1,149,519	7.88%	

Blanchard Memorial School
FY-04
"A" Budget

Accounts Summary

ACCOUNT	CATEGORY	EXP. 02	APPROP 03	REQ. 04	\$ DIFF 04	% DIFF.
1100	School Comm.	17,375	22,785	20,482	-2,303	-10.11%
1400	Bus. Office	76,565	72,209	75,895	3,686	5.11%
2100	Special Ed Office	91,549	88,953	98,269	9,316	10.47%
2200	Supt/Prin	237,181	240,350	258,403	18,053	7.51%
2250	Tech Admin	62,785	94,839	103,619	8,780	9.26%
2300	Teaching	2,422,336	2,548,447	2,563,787	15,340	0.60%
2350	Prof. Development	0	79,082	102,102	23,020	29.11%
2400	Textbooks	20,665	25,668	14,447	-11,221	-43.72%
2500	Media	86,898	91,244	98,704	7,460	8.18%
2700	Guidance	49,901	51,883	40,053	-11,830	-22.80%
2800	Psychological	21,908	22,750	27,815	5,065	22.26%
3200	Health Services	36,505	44,666	46,324	1,658	3.71%
3300	Transportation	282,450	319,868	319,784	-84	-0.03%
3400	Food Services	11,354	11,703	12,422	719	6.14%
4130	Utilities	105,000	101,850	106,943	5,093	5.00%
4220	Maintenance	186,748	201,412	209,794	8,382	4.16%
4400	Technology	24,653	94,134	86,434	-7,700	-8.18%
5100	Retirement	23,000	25,165	62,698	37,533	149.15%
6300	Civic Activities	0	10,000	10,457	457	4.57%
7000	Capital Exp.	37,670	52,341	47,377	-4,964	-9.48%
9100	SPED Tuition	370,688	325,543	394,422	68,879	21.16%
9400	Collaborative	163,666	220,978	225,405	4,427	2.00%
TOTALS		4,328,897	4,745,870	4,925,633	179,763	3.79%

ARTICLE 6 CLOSE OUT OLD ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer the unexpended balance of monies in the amount of Fifteen Thousand Six Hundred Sixty-Six Dollars and sixty-five cents (\$15,666.65), more or less as voted by past Town Meetings, to be used towards funding the Town's operating budget for the fiscal year beginning July 1, 2003 as detailed in Article 5, or take or take any other action relative thereto.

The articles to be closed or reduced are indicated below:

Article 7	10/96 (ATM)	Fire Pond	\$14.90
Article 2	05/98 (ATM)	Town By-Laws Intern	\$720.55
Article 7	05/99 (ATM)	Rescue/Pumper/Fire Dept. Special Article	\$11.02
Article 9	11/99 (STM)	Active Recreation Feasibility Study	\$7,926.83
Article 5	03/00 (STM)	Amendment to Blanchard Budget	\$1,131.08
Article 7	03/01 (STM)	Blanchard Supplemental Appropriation	\$0.88
Article 6	11/01(ATM)	Fire Rescue Air Trucks	\$197.86
Article 7	11/01 (ATM)	SCBA Compressor System	\$1,890.85
Article 18	05/02 (STM)	Town Hall Phone System	\$3,772.68
Total:			\$15,666.65

or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

The purposes for which these funds were appropriated in past Town Meetings have been fulfilled, and transferring these amounts from their respective holding accounts will help to relieve our current budgetary needs. Additionally, closing out these old warrant articles "cleans-up" the Town's books in accordance with advice from our auditors.

NOTES:

ARTICLE 7 REVOLVING FUND - ELECTRICAL INSPECTION **

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Finance Committee supports the disbursement cap of \$50,000 and the provision to rollover unused funds to FY05. This article has no tax rate implications to the Town.

NOTES:

ARTICLE 8 REVOLVING FUND - PLUMBING AND GAS INSPECTION **

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The Finance Committee supports the disbursement cap of \$15,000 and the provision to rollover unused funds to FY05. This article has no tax rate implications to the Town.

NOTES:

ARTICLE 9 REVOLVING FUND - FIRE ARMS PERMITS **

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

This article re-authorizes the existing revolving fund for the purposes indicated. According to State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to work efficiently. It is capped at the same level as FY '03 (\$2,000) and has no tax rate implications to the Town.

NOTES:

ARTICLE 10 REVOLVING FUND - LIBRARY FINES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Four Thousand Dollars (\$4,000), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

The Library Board of Trustees recommends.

Trustees recommend passage of this article. It would permit the library to use fees and fines that are collected up to \$4,000 per year for acquisition or replacement of materials and services provided by the library.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

In prior years, library fees, fines and penalties were returned to the Town's General Fund, rolling into free cash at the end of each year. This article re-authorizes the recent revolving fund receiving and disbursing these monies, and increases the maximum allowed yearly expenditure from \$2,000 to \$4,000. The Finance Committee believes that the library should be allowed to use these modest fees to replace and/or augment their current holdings, thus enjoying to at least a small degree the results of their labors. There is no direct tax rate implication to the Town associated with this article.

NOTES:

ARTICLE 11 REVOLVING FUND - DOG LICENSE FEES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44 Section 53E 1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level (\$4,000 maximum) as authorized in FY'03 and has no tax rate implications to the Town.

NOTES:

ARTICLE 12 REVOLVING FUND – STEELE FARM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of Christmas tree activities and paying expenses for the Steele Farm up to Three Thousand Dollars (\$3,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

This article re-authorizes the existing revolving fund at a maximum expenditure level of \$3,000, the same level as was approved in FY '03. Approval will provide the Steele Farm Advisory Committee the financial means to perform necessary maintenance functions, as well as such restoration or improvements as they may deem advisable. This article has no tax rate implication to the Town.

NOTES:

ARTICLE 13 REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Buxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005; or take any other action relative thereto.

The Buxborough School Committee recommends.

The Buxborough School Committee unanimously recommends the reissuance of a revolving account for the Integrated Preschool. A revolving account allows the Blanchard School to accept tuitions for typically developing Buxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool program.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

This article re-authorizes a revolving fund initially approved in the May 2002 Annual Town Meeting, up to a maximum level of \$44,000. The Integrated Pre-School Program initiative has proved both beneficial to the students involved and a financially effective means of providing required services. Re-authorizing this revolving fund will ensure that tuitions and other fees collected will benefit the Program, offsetting School Department costs and effectively reducing the Program appropriations by the estimated fees to be collected.

NOTES:

ARTICLE 14 ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS**

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for an increase up to 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

This elderly tax relief-increase in exemptions article was passed at the 1999 Annual Town Meeting and at present, a number of Boxborough's seniors, disabled veterans and other qualified citizens are enjoying the benefits.

The DoR has advised us that we must vote to accept this chapter every year and as a result this article appears on this warrant and should be labeled housekeeping.

The Finance Committee recommends unanimously.

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be re-authorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. Approximately 15 families are expected to take advantage of elderly tax relief in Fiscal Year 2004 with a net cost estimated to be under \$7,500 after State reimbursement. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist those long-term residents who may find it onerous to pay their property taxes. Many of these residents may have little use for some Town services, enacted in recent years and differing fundamentally in scope and expense from their historical experience and needs.

NOTES:

ARTICLE 15 ACCEPTANCE OF MGL CH 140 §139**

(Majority vote)

To see if the Town will vote to accept Section 139 of Massachusetts General Laws Chapter 140, which provides that no fee shall be charged for a license for a dog owned by a person aged 70 and older; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

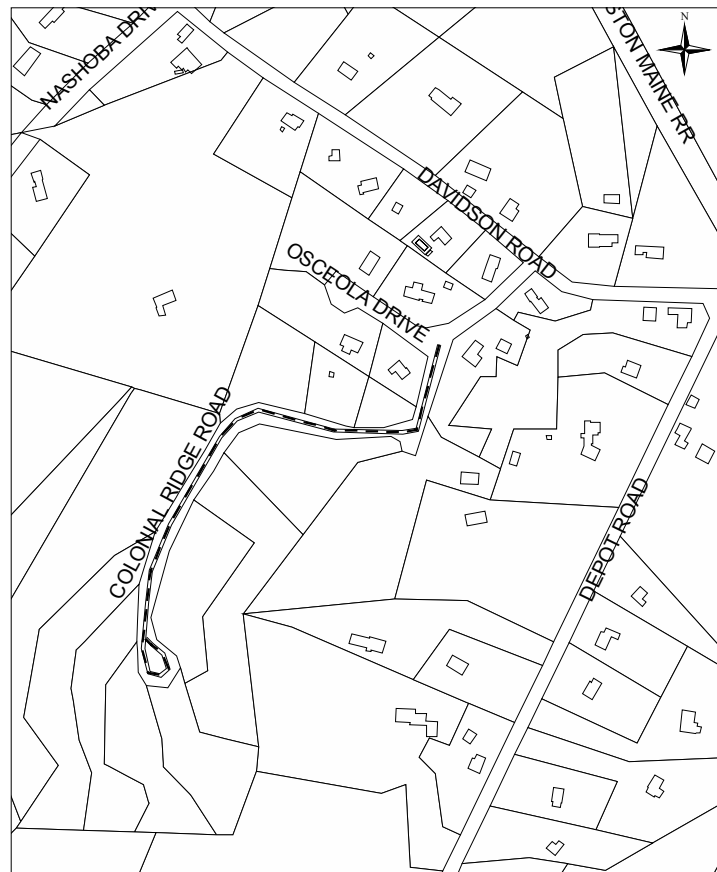
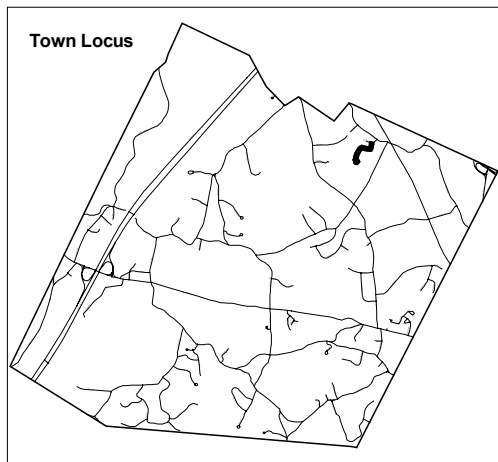
The Finance Committee wholeheartedly supports the provision that dog license fees be waived if the owner is aged 70 years or older.

NOTES:

ARTICLE 16 COLONIAL RIDGE DRIVE ROAD ACCEPTANCE**

(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as Colonial Ridge Drive, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, with the boundaries and measurements of the way and said easements shown on the plans entitled: "Colonial Ridge Definitive Subdivision of Land in Boxborough, Mass.," prepared for: John J. Flannery Inc., scale 1"=40', dated: December 1997 drawn by: David E. Ross Associates, Inc., Civil Engineers, Environmental Consultants, P.O. Box 368, 111 Fitchburg Road, Ayer MA 01432," recorded with Middlesex South District Registry of Deeds as Plan No. 156 of 2000, Instrument No. 33 of February 18, 2000, in Book 31145, Page 586 (the "Plan"), and to which plan reference may be had for a more particular description of said Colonial Ridge Drive and "As Built Plan of Colonial Ridge Drive" prepared by David E. Ross Associates, Inc., dated December 2001 and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of Colonial Ridge Drive as a public way; or take any other action relative thereto.



Summary

The Planning Board did not submit this article for the last Annual Town Meeting because the applicant had not obtained a Certificate of Compliance from the Conservation Commission (DEP#113-312). A Certificate of Compliance was issued on June 5, 2002 and recorded on June 14, 2002. All other items for road acceptance have been completed, and the road is now ready for acceptance.

The Planning Board recommends.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

Colonial Ridge Drive is ready for acceptance as a Town Way, having met all Subdivision Regulations and Conservation Commission requirements. We believe that acceptance of this article is the proper conclusion to the planning and development process for this subdivision.

NOTES:

ARTICLE 17 COLONIAL RIDGE DRIVE - LAND ACCEPTANCE – PARCELS A, B, C AND D**
(Majority vote required)

To see if the Town will vote to accept a gift for conservation purposes pursuant to M.G.L. ch. 40, s. 8C, of certain parcels of land situated in Boxborough, Middlesex County, Massachusetts, being Parcel “A,” Parcel “B,” Parcel “C” and Parcel “D” “Open Space” on a plan entitled: “Colonial Ridge Definitive Subdivision of Land in Boxborough, Mass.,” prepared for: John J. Flannery Inc., scale 1”=40’, dated: December 1997 drawn by: David E. Ross Associates, Inc., Civil Engineers, Environmental Consultants, P.O. Box 368, 111 Fitchburg Road, Ayer MA 01432,” recorded with Middlesex South District Registry of Deeds as Plan No. 156 of 2000, Instrument No. 33 of February 18, 2000, in Book 31145, Page 586 (the “Plan”), and to which plan reference may be had for a more particular description of said parcels:

Parcel “A” contains 10,030 square feet, more or less, according to said Plan.

Parcel “B” contains 37,404 square feet, more or less, according to said Plan.

Parcel “C” contains 1.52 acres, more or less, according to said Plan.

Parcel “D” “Open Space” contains 10.2 acres, more or less, according to said Plan.

Said premises are conveyed subject to and together with the benefit of a document entitled “Conservation Restriction to Town of Boxborough” recorded with said deeds on January 9 2001 as Instrument No. 27 in Book 32221, Page 369; or take any other action relative thereto.



Summary

The owner of the parcels of land described above (John J. Flannery Inc.) agreed to give the parcels to the town for conservation purposes during the approval process for the Colonial Ridge Drive subdivision. The Town thanks the Flannery’s for their generous donation.

The Planning Board recommends.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

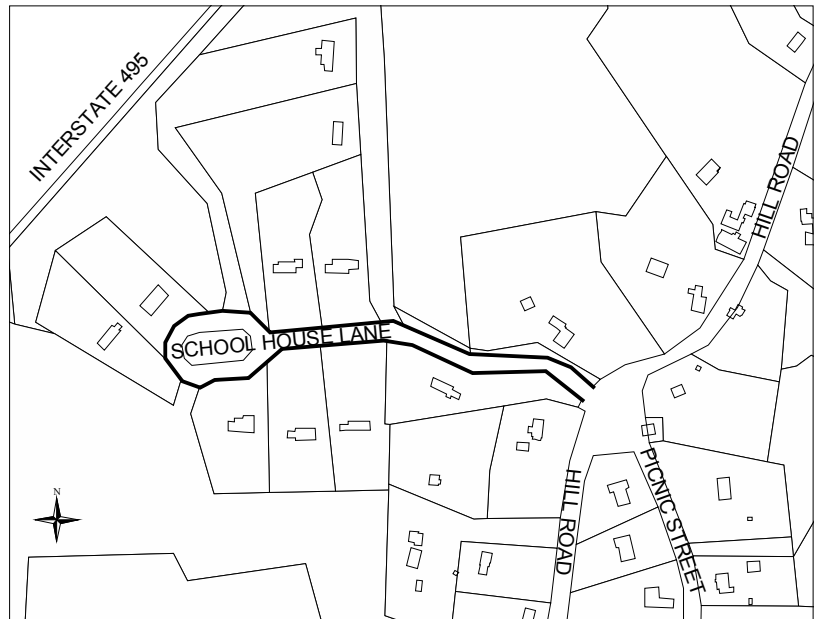
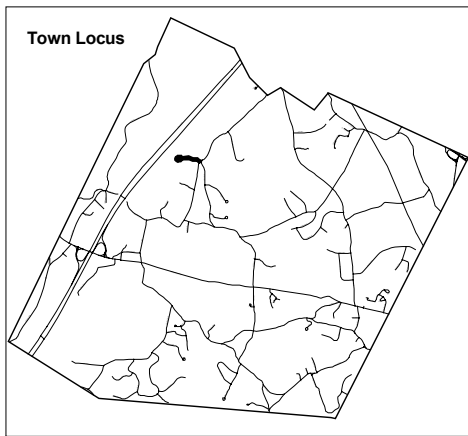
This land is being offered to the town for conservation purposes. This offering was the result of negotiations between the town and developer during the planning process. A portion of the offered land connects to a trail easement and promotes the goal of creating connected parcels of conservation land within the town. As with the previous road acceptance article, this seems a proper conclusion to the subdivision planning and development process.

NOTES:

ARTICLE 18 SCHOOL HOUSE LANE – ROAD ACCEPTANCE**

(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as School House Lane, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, with the boundaries and measurements of the way and said easements shown on the plans entitled: “Definitive Subdivision Plan of Land in Boxborough, Mass.,” prepared for: Habitech Inc., 148 Park Street, North Reading, Mass., dated: August 2, 1996, Revised 04/07/97 drawn by: Bill Boston Survey, Inc. P.O Box 134, West Groton, Mass 01472, recorded with Middlesex South District Registry of Deeds as Plan No. 311 of 1998 in Book 28354, Page 264 (the “Plan”), and to which plan reference may be had for a more particular description of said School House Lane and “As Built Plan of School House Lane” prepared by Bill Boston Survey, Inc., dated August 19, 2002 and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of School House Lane as a public way; or take any other action relative thereto.



Summary

School House Lane has been completed as a subdivision road in accordance with the Subdivision Rules and Regulations. The road meets all of the requirements specified in the Regulations for acceptance as a public way.

The Planning Board recommends.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

School House Lane is ready for acceptance as a Town Way, having met all the appropriate subdivision regulations.

NOTES:

ARTICLE 19 RESIDENCY REQUIREMENTS FOR REGULAR FIRE AND POLICE OFFICERS**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the purpose of adopting the following legislation:

An Act Relative to Residency Requirements for Regular Fire and Police Officers

Section 1. Notwithstanding the provisions of section ninety-nine a of chapter forty-one of the general laws or any other general or special law to the contrary, any member of the regular police or fire department working in the Town of Boxborough appointed subsequent to August first, nineteen hundred and seventy-eight shall reside within forty miles of the limits of said town. Said distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

Section 2. This act shall take effect upon its passage.

The General Court may only make clerical or editorial changes of form to the bill, unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

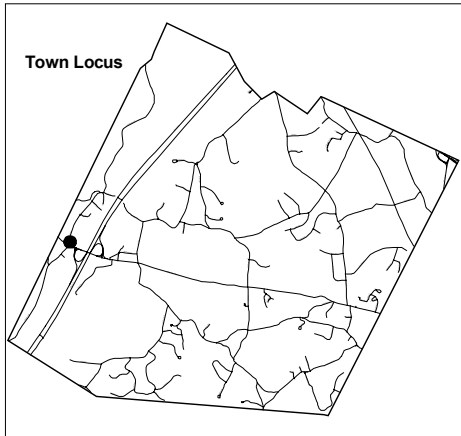
The Finance Committee recommends unanimously.

Mass. General Law (MGL) requires that public safety employees (police and fire) live within 15 miles of their municipality of employment on a border-to-border basis. This requirement, if strictly observed, places a very severe constraint upon the available pool of potential police officers and firefighters, many of whom cannot afford to live within that distance from Boxborough. This provision of the MGL is additionally at best a poor guarantee of timely response from an employee's home, since the road miles and time for any individual employee to reach Boxborough depend upon other factors of location than simply border-to-border distance. The Police Chief has been advised by the Mass. Chiefs of Police Association that it would be wise for the Town to enact a realistic mileage limit, based upon operational requirements and the likely pool of available officers, in order to avoid possible difficulties of non-compliance with the cited provision of MGL. The 40 mile limit proposed seems a reasonable compromise between the desire for timely responsiveness of employees and the economic realities of housing in the Boxborough area. The Police Department has observed no problem of responsiveness to Town needs in several historical cases of officers residing outside the MGL limit of a 15 mile radius, up to and in a few cases exceeding the proposed 40 mile limit.

NOTES:

ARTICLE 20 ACCEPTANCE OF LOT A SWANSON ROAD FOR RIGHT OF WAY PURPOSES**
(Majority vote required)

To see if the Town will vote to acquire by gift a 6900± square foot parcel of land for the purposes of widening the public way known as Swanson Road, to accept a deed of such land in substantial conformance with the Quitclaim Deed on file with the Town Clerk and further to see if the Town will vote to accept the altered layout of Swanson Road so as to incorporate said 6900± square foot parcel, which is shown as the “Proposed Layout Alteration Area About 6,900 S.F.” on a plan entitled, “Plan of Land in Boxborough Massachusetts” dated June 19, 2000 prepared by Vanasse Hangen Brustlin, Inc., recorded with the Middlesex South District Registry of Deeds as Plan No. 791 of 2000 and on file with the Town Clerk; or to take any other action in relation thereto.



The Board of Selectmen recommends (4 – 0).

Swanson Road is a public way. This article provides for the Town to assume responsibility for this small additional portion of roadway, which was necessary to widen the road for safety purposes.

The Planning Board recommends.

The Finance Committee recommends unanimously.

This article adds a small parcel to the Swanson Road Public Way, corresponding to that portion of the roadway widened recently to accommodate the new turn lane. We believe that it is proper for the town to accept responsibility for this additional portion of the roadway, created to accommodate expectations of increased traffic and to improve safety at the Rt. 111 intersection.

NOTES:

ARTICLE 21 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The Finance Committee recommends unanimously.

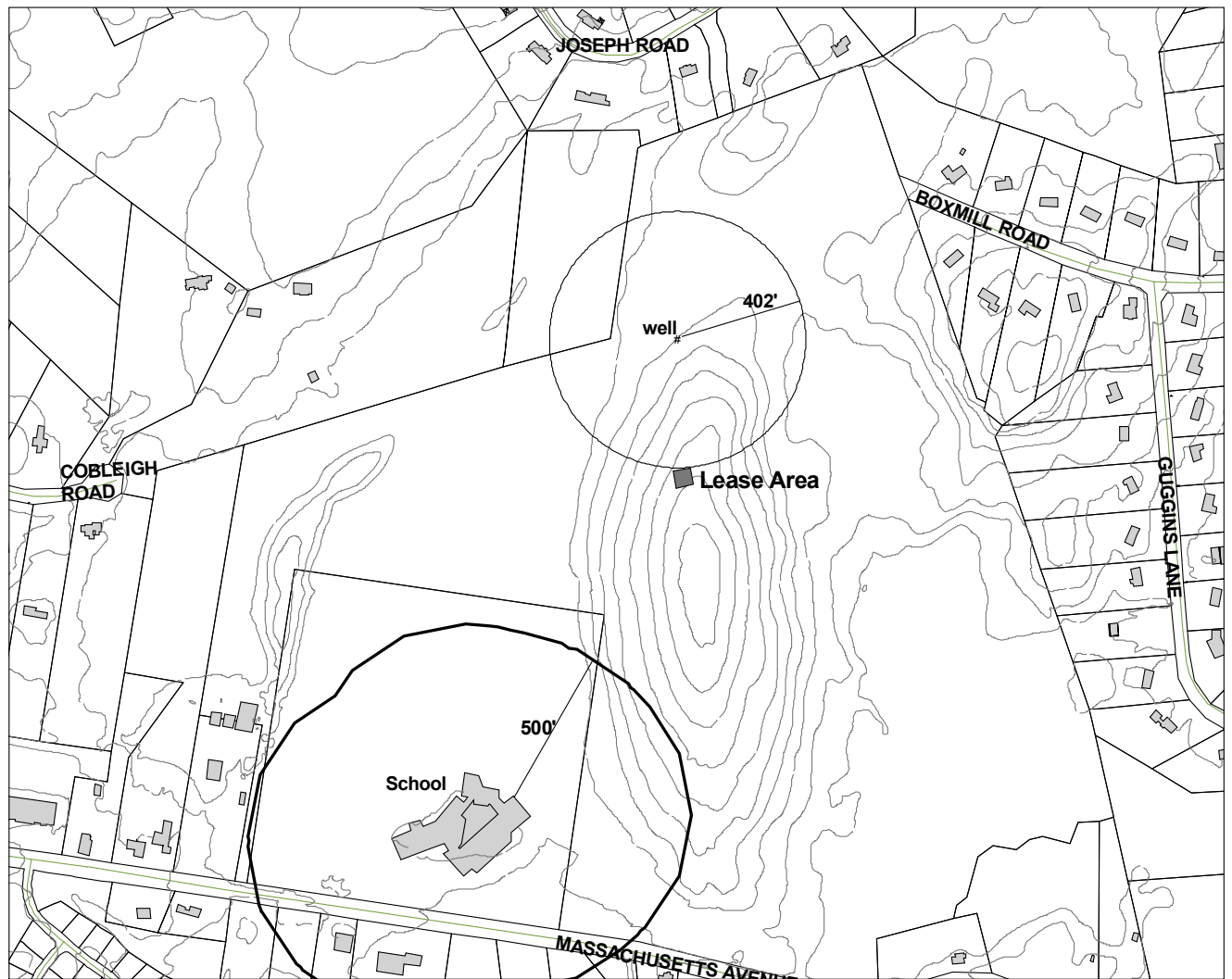
The Chapter 90 Program was enacted in 1973 to provide municipalities with reimbursement of documented expenditures for approved Capital Improvement Projects in highway or bridge construction. In Boxborough, Chapter 90 projects have typically included resurfacing of approved public ways. This article authorizes the Town to expend funds for such highway improvements, up to the limit of reimbursement provided in the FY '04 Memorandum of Agreement from the Mass. Highway Department. As the project funds will be reimbursed in their entirety, there is no tax rate effect associated with this article.

NOTES:

**ARTICLE 22 AUTHORIZE BOS TO NEGOTIATE LEASE OF TOWN LAND WITH PROVIDER
OF PERSONAL WIRELESS SERVICES**

(Majority vote required)

To see if the town will vote to authorize the Board of Selectmen to enter into an agreement with an FCC Licensed Carrier and provider of telecommunications equipment and structures for an initial term of five years with renewal options for up to three additional periods of five years each for the lease of approximately 3,600 square feet of land located off of Massachusetts Avenue, on the back side of the Hager site (the "Property"), as referenced on "Plan of Proposed Lease Area" dated January 30th, 2003 by Goldsmith, Prest & Ringwall, Inc. ("plan") to be recorded herewith, together with a non-exclusive right of reasonable access thereto for the sole purpose of constructing, installing, operating, maintaining and repairing one or more telecommunications facilities to provide personal wireless services, including a telecommunications tower, antennae, an equipment pad or shelter, cables, transmission and utility wires, poles, conduits, pipes, accessories and related equipment and improvements at said Town-owned property; or take any other action relative thereto.



The Board of Selectmen recommends (4 – 0).

The Hager site is a more preferable location for a cell tower than surrounding sites, and the Town will benefit from the land lease revenue for at least the next twenty years.

The federal Telecommunications Act allows cell phone service providers to locate cell towers almost anywhere they deem necessary to ensure adequate levels of service to their customers. Currently there are several gaps in cell phone service in Boxborough that will need to be filled to achieve full coverage, which means several more cell towers will be built in the coming years. The town can not prevent that. The hill on the town-owned Hager property would be an ideal location for a cell tower because it would provide for a greater area of coverage and better service than surrounding sites. This will likely lead to fewer cell towers being built which means a reduction in overall impacts from cell towers. It also has the added benefit of providing a twenty year revenue stream to the Town from the lease of the land. Simply put, we are going to have cell towers in this area whether we like it or not. A tower on the Hager hill will mean fewer towers and much-needed cash to the Town.

The Finance Committee recommends unanimously.

Authorizing the Board of Selectmen to enter into such lease agreements has several benefits to the town, not least of which is the possibility of collecting lease fees in the vicinity of \$25,000 per year. Such revenue prospects will be welcome in this period of slack resources. Another significant benefit to the proposed article is that we may thereby entertain cell tower facilities in a place of our own choosing, rather than being forced to accept facilities on locations selected without regard to town needs or preferences by multiple providers of telecommunications services. We may further hope by this action to relieve the currently contentious dispute concerning provision of telecommunications services along the Rt. 111 corridor.

NOTES:

**ARTICLE 23 INCREASE IN SENIOR CITIZEN PROPERTY TAX WORK-OFF ABATEMENT TO
\$750 PER YEAR**

(Majority vote required)

To see if the Town will vote pursuant to Chapter 184 Section 52 of the Acts of 2002, amending Chapter 59 Section 5K of the General Laws, to increase the maximum abatement allowed under the senior citizen property tax work-off program established by the Board of Selectmen and approved by vote of Town Meeting under Article 16 on May 14, 2001, from \$500 to \$750, said increase to become effective July 1, 2003; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

This article increases the limit for the Senior Work-off program from \$500 to \$750. The Board of Selectmen remains committed to finding ways to ease the tax burden for senior citizens. This amount represents the maximum amount allowable by the State of Massachusetts. Based on participation rates from the past few years, we anticipate the financial impact to be approximately \$15,000 to \$20,000. The necessary funds (determined by the actual participation rate) to cover this expense will be taken from the Overlay account.

The Finance Committee recommends unanimously.

The senior citizen Property Tax work-off abatement program provides elderly citizens with some significant tax relief. It also provides the Town with highly skilled and experienced manpower at very reasonable rates. This program is a win-win for both the Senior Citizens and the Town, helping to alleviate the need for hiring additional full time employees. For a modest increase in total cost to the Town, we can significantly increase the benefit to individual Senior Citizens choosing to take part in the program. This program is funded out of the Overlay (abatement) account and does not by current estimates of Senior Citizen participation represent a direct or material effect upon the tax rate. Should a vast majority of Senior Citizens choose to participate in the program, some adjustment to the overlay account might in the future be required, causing a corresponding increase in future tax rates.

NOTES:

ARTICLE 24 DEMOLITION DELAY BYLAW

(Majority vote required)

To see if the Town will vote to adopt the following General Bylaw entitled “The Preservation of Historically Significant Buildings:”

Section 1 Intent and Purpose

This Bylaw is enacted for the purpose of preserving and protecting significant buildings within the Town which constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the Town and to limit the detrimental effect of demolition of such buildings on the character of the Town. Through this Bylaw, owners of preferably preserved buildings are encouraged to seek out alternative options that will preserve, rehabilitate or restore such buildings and residents of the Town are alerted to impending demolitions of significant buildings. By preserving and protecting significant buildings, this Bylaw promotes the public welfare by making the Town a more attractive and desirable place in which to live and work. To achieve these purposes the Historical Commission is authorized to advise the Building Inspector with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this Bylaw.

Section 2 Definitions

APPLICANT - Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the subject building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

APPLICATION - An application for the demolition of a building.

BUILDING - Any structure assembled in a fixed location, having a roof supported by columns or walls, to form a shelter for persons, animals or property.

BUILDING INSPECTOR - The person occupying the office of Building Inspector or the person otherwise authorized to issue demolition permits in the Town of Boxborough.

COMMISSION – The Boxborough Historical Commission.

DEMOLITION - Any act of pulling down, destroying, removing, dismantling or razing a building or commencing the work of total or substantial destruction with the intent of completing the same.

DEMOLITION PERMIT - The building permit issued by the Building Inspector for a demolition of a building, excluding a building permit issued solely for the demolition of the interior of a building.

PREFERABLY PRESERVED - Any significant building which the Commission determines, following a public hearing, that it is in the public interest to be preserved rather than demolished. A preferably preserved building is subject to the twelve (12) month demolition delay period of this Bylaw unless an earlier demolition permit is allowed under provisions of paragraph 3.12 of this Bylaw.

SIGNIFICANT BUILDING – Any building or portion thereof which appears on the list of historically significant buildings generated by the Historical Commission. This list is maintained by the Commission, is supplied to the Building Inspector for purposes of this Bylaw and is part of the public record. Included on this list shall be any building or portion thereof which:

- a. is listed on, or is within an area listed on, the National Register of Historic Places; or is the subject of a pending application on said National Register; or
- b. is included in the Historical Resources Inventory prepared by the Commission including those buildings listed for which complete surveys may be pending and which is voted onto said historically

- significant list by the Commission; or
- c. has been determined by vote of the Commission to be historically or architecturally significant in terms of period, style, method of building construction or association with a recognized architect or builder or by reason of its association with a person or event of importance to the Town's history provided that the owner of such building and the Building Inspector have been notified, in hand or by certified mail, within ten (10) days prior to such a vote.

Section 3 Procedure

3.1 No demolition of a significant building or any portion thereof a significant building shall be permitted except in conformance with the provisions of this Bylaw.

3.2 Upon receipt of an application for a demolition permit for a significant building the Building Inspector shall forward a copy thereof to the Commission. No demolition permit shall be issued at that time.

3.3 An applicant proposing to demolish a building subject to this Bylaw shall file with the Building Inspector an application containing the following information:

- The address of the building to be demolished.
- The owner's name, address and telephone number.
- A description of the building.
- The reason for requesting a demolition permit.
- A brief description of the proposed reuse, reconstruction or replacement.
- A photograph or photograph(s) of the building.

3.4 The Building Inspector shall within seven (7) days forward a copy of the application to the Commission. The Commission shall, within fifteen (15) days after receipt of the application, make a written confirmation of whether the building is still considered significant.

3.5 Upon determination by the Commission that the building is not significant, the Commission shall so notify the Building Inspector and applicant in writing. The Building Inspector may then issue the demolition permit.

3.6 Upon determination by the Commission that the building is significant, the Commission shall so notify the Building Inspector and the applicant in writing. No demolition permit may be issued at this time. If the Commission does not notify the Building Inspector within fifteen (15) days of receipt of the application, the Building Inspector may proceed to issue the demolition permit.

3.7 If the Commission confirms that the building is significant, it shall hold a public hearing within thirty (30) days of the written notification to the Building Inspector. The Commission shall hold a public hearing and shall give public notice thereof by publishing notice of the time, place and purpose of the hearing in a local newspaper at least fourteen (14) days prior to said hearing. Also the Commission shall, within seven (7) days prior to the date of said hearing, mail a copy of the notice to the applicant and to the Building Inspector.

3.8 The Commission shall decide at the public hearing or within fourteen (14) days after the public hearing whether the building should be preferably preserved. If agreed to in writing by the applicant, the determination of the Commission may be postponed.

3.9 If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Inspector and applicant in writing. The Building Inspector may then issue the demolition permit.

3.10 If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Inspector and applicant in writing. No demolition permit may then be issued for a period of twelve (12)

months from the date of the determination unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Inspector in writing within twenty-one (21) days of the public hearing, the Building Inspector may issue the demolition permit.

3.11 Upon a determination by the Commission that any building which is the subject of an application is a preferably preserved building, no building permit for new construction or alterations on the premises shall be issued for a period of twelve (12) months from the date of the determination unless otherwise agreed to by the Commission.

3.12 Notwithstanding the preceding sections, the Building Inspector may issue a demolition permit for a preferably preserved significant building at any time after receipt of written advice from the Commission to the effect that:

- i. the Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, or
- ii. the Commission is satisfied that for at least twelve months the owner has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject building and that such efforts were unsuccessful, or
- iii. the Commission is satisfied that the owner's actions do not detract from the historical character of the property.

3.13 Following the twelve month delay period, the Building Inspector may issue the demolition permit.

Section 4 Emergency Demolition

4.1 Notwithstanding the foregoing provisions if after an inspection, the Building Inspector finds that a building subject to this Bylaw is found to pose an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building or structure, then the Building Inspector may issue an emergency demolition permit to the owner of the building or structure. In addition, if the Building Inspector finds that the building is structurally unsound or unfit for human habitation a demolition permit may be issued. The Building Inspector shall then prepare a report explaining the condition of the building and the basis for his decision, which shall be forwarded to the Commission.

4.2 No provision of this Bylaw is intended to conflict with any obligations or rights under G.L. c. 143 regarding removal or demolition of dangerous or abandoned structures.

Section 5 Enforcement and Remedies

5.1 The Commission and/or the Building Inspector may enforce the requirements of this Bylaw.

5.2 No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this Bylaw for a period of two (2) years from the date of such demolition. As used herein "premises" includes the parcel of land upon which the demolished significant building was located.

5.3 Upon the determination by the Commission that a building is a preferably preserved significant building, the owner shall be responsible for properly securing the building if vacant, to the satisfaction of the Building Inspector. Should the owner fail to secure said building, the loss of such building through fire or other cause shall be considered voluntary demolition for the purposes of paragraph 5.2.

Section 6 Severability

In case any section, paragraph or part of this Bylaw be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.

or take any other action relative thereto.

The Historical Commission recommends.

This bylaw empowers the Historical Commission and the Building Inspector to delay demolition of buildings in the Town which have been determined to be historically significant. During this delay time the Commission and the Town are given the opportunity to work with the owners on preservation options or on relocation and preservation at alternative sites. The bylaw is written to make these historically significant buildings identifiable to the Town, through a list generated by the Commission, and includes a public hearing provision allowing owners recourse prior to the implementation of a demolition delay of up to twelve months. The bylaw proposed is modeled on ones enacted by 89 Towns in the Commonwealth and found to be a valuable tool in preserving the historical and architectural heritage, which belongs to us all.

The Finance Committee recommends unanimously.

This bylaw provides for a waiting or evaluation period in the case of historically significant buildings, between the time that an owner may file for a demolition permit and the date when such permit may be granted. The purpose of this waiting period is to allow an opportunity for other possibilities than demolition to be explored, such as rehabilitation or relocation. We believe it is in the Town's best interest to preserve our physical and landscape heritage to the degree possible. This bylaw facilitates that end with minimal inconvenience to the property owner. The Historical Commission has been responsive to Finance Committee concerns about some of the operational details of this bylaw as originally written, which might have led to unintended consequences and a greater burden on the property owner. The wording currently presented in the warrant reflects several clarifications and simplifications sought by Finance Committee. We think that this bylaw provides a reasonable compromise between the competing imperatives of historical preservation and individual property rights.

NOTES:

ARTICLE 25 ACCEPTANCE OF LAND FOR RECREATIONAL FIELD USE

(Majority vote required)

To see if the Town will vote to acquire by gift for recreation purposes fee title to a 9.973± acre parcel of land shown as Lot 15.2 on a plan entitled, "Recreation Field Exhibit Plan" Scale: 1"=150', dated 2/21/2003, prepared by Beals and Thomas, Inc. (with the express understanding that the 9.973 acres will continue to be considered part of the parent tract for all zoning purposes, including, without limitation, calculation of floor area ratio, lot coverage and all other dimensional requirements under the Zoning Bylaw, as well as for the calculation of open space), and to accept a deed of such land in substantial conformance with the Quitclaim Deed on file with the Town Clerk, and to authorize the Board of Selectmen to acquire a Roadway Access Easement in connection with the acquisition of Lot 15.2, in substantial conformance with the Roadway Access Easement on file with the Town Clerk; or to take any other action relative thereto.



The Board of Selectmen recommends (4-0).

Cisco Systems offers this gift of open space and active recreation land to the town of Boxborough in accordance with our Tax Incentive Financing (TIF) agreement, and under the conditions of the Open Space Commercial Development permit issued by the Planning Board on January 19, 1997 for Phase 2 of Cisco's New England Development Center. Cisco has recently completed construction and preparation of the playing fields and parking areas. These lands and facilities will add significantly to Boxborough's open space, conservation, and recreational assets. The Recreation Commission will be responsible for scheduling access and use of the active recreational areas, and will work jointly with the Conservation Commission to ensure good management of the entire parcel. The Selectmen wholeheartedly endorse acceptance of this tremendous gift for the permanent benefit of our residents.

The Finance Committee recommends.

Approval of this article will increase the recreational resources in Boxborough, and is the result of efforts on the part of town boards as well as the generosity of the owner. This collaborative effort will result in a great benefit to the town at no cost to the taxpayer, and represents a positive example of responsible development planning.

The Boxborough Recreation Commission recommends.

The Boxborough Recreation Commission recommends unanimously that Boxborough accept the gracious gift of land identified in this article. We thank Cisco for its generosity and its commitment to the Boxborough community.

NOTES:

ARTICLE 26 CAPITAL EXPENDITURE – SNOW REMOVAL EQUIPMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty-One Thousand Dollars (\$21,000), more or less, for the purpose of acquiring snow removal equipment for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

The intent of this article is to allow us to keep sidewalks clear of snow and passable when public safety is an issue. The cost of a skid steer loader (e.g. Bobcat) includes a trailer as well as various accessories, which will allow it to be utilized throughout the calendar year.

The Finance Committee recommends unanimously.

Passage of this article will authorize the Town to spend approximately Twenty-One Thousand Dollars (\$21,000) for the acquisition of snow removal equipment to be used by the Public Works Department. The snow removal equipment consists of a small Bobcat tractor that can be used to clear sidewalks. The Public Works Department now requires two employees to work an average of eight hours apiece to clear the Town sidewalks for every snowstorm that has an accumulation of four inches or more. Presently the Department uses a snow blower purchased in the early 1970s. The proposed Bobcat would be able to clear both the Town's current sidewalks and additional sidewalks scheduled for construction in less than half the time currently expended. In addition to snow removal, the Bobcat would have multiple uses such as maintenance of the Town's nature trails, sweeping of debris from streets, and loading earth in a variety of work settings. For these reasons, the Finance Committee unanimously recommends passage of this article. Given a total town property valuation of approximately \$900 Million, the tax rate impact of this purchase is 2.3 cents per \$1,000 valuation, or \$2.33 per \$100,000 valuation. Appropriation of these funds is contingent upon a successful vote to exclude this expenditure from the limits of Proposition 2 1/2 at the Annual Town Election.

NOTES:

ARTICLE 27 CAPITAL EXPENDITURE – PICK-UP TRUCK

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Six Thousand Dollars (\$36,000), more or less, for the purpose of acquiring a pick up truck for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

This vehicle is an integral part of the Highway Department's fleet. It is used to plow during the winter and is used daily throughout the year. The current pick-up has been repaired several times and finally the frame fell apart this past winter during a snowstorm. May it rest in peace, and may the future vehicle be as hard working!

The Finance Committee recommends unanimously.

Passage of this article will authorize the Town to spend approximately Thirty-Six Thousand Dollars (\$36,000) for the acquisition of a pick-up truck to be used by the Public Works Department. The proposed pick-up truck will replace an existing pick-up truck purchased ten years ago. The current vehicle represents a safety hazard and is fiscally unsound to maintain. During one of the recent snowstorms, the plow frame fell off the truck due to rust that has permeated the entire frame. The current pick-up truck is running on its fourth transmission. Moreover, in the last year it has cost \$3,000 to maintain over and above the cost of fuel. The proposed pick-up truck will come with a three year/thirty-six thousand mile bumper to bumper warranty. In addition, it will have multiple uses including, but not limited to, transportation of workers and equipment to job sites and carrying of a small sander during snowstorms. In light of these considerations, the Finance Committee unanimously recommends passage of this article. Given a total town property valuation of approximately \$900 Million, the tax rate impact of this purchase is 4.0 cents per \$1,000 valuation, or \$4.00 per \$100,000 valuation. Appropriation of these funds is contingent upon a successful vote to exclude this expenditure from the limits of Proposition 2 1/2 at the Annual Town Election.

NOTES:

ARTICLE 28 LIBRARY CONSTRUCTION PROGRAM#

(Majority vote required)

To see if the Town will vote to revise and amend its vote under Article 2 of the March 26, 2001 Special Town Meeting by deleting the words in said vote under Article 2, “contingent upon the Town being approved for funding by State grants,” and inserting in place thereof the words, “contingent upon the Town’s receipt of funding from State grants,” or take any other action thereon.

Library Trustees do not recommend.

By a vote of 6-0, the trustees do not recommend the passage of the article to delay the construction of a new library.

At the 2001 Special Town Meeting, Boxborough citizens voted by a more than two-thirds majority to approve the Library Trustees article to proceed with the construction of a new library. Subsequently, sixty-one percent of the voters passed a debt exclusion override at the ballot box. Clearly, many Boxborough citizens supported the construction of a new library. The central reasons for the new library – significant town growth and the inadequacies of the present building - remain.

Boxborough has been approved for a Massachusetts Board of Library Commissioners Construction Grant to fund approximately \$1.5 million of the \$3.5 million project. The MBLC has projected the funding to be received by the Town in July 2006.

Delaying the project will have the following negative consequences:

1. Construction costs will increase over time and will surely exceed the Town’s authorized project funding.
2. Interest rates may increase from current historic low rates increasing our borrowing costs.
3. Approximately \$225,000 has already been spent on the design and the development of construction documents. After three years of delay, the design and specifications would need to be reviewed and revised, necessitating increased design costs.
4. When the building is reduced to adjust to these increased costs (see 1,2,3) the MBLC will disqualify the design and Boxborough will lose the \$1.5 million grant.
5. The Library Building Committee has already committed 3 years to this project, starting with the development of a Building Program in the Spring of 2000; a delay would seriously challenge this volunteer commitment. It is unlikely that the current committee would continue indefinitely and, thus, their knowledge and expertise would be lost.

The Library Trustees unanimously recommend that we stay the course and go ahead with the project in a way that is most cost-effective for Boxborough now and in the long term.

This library project has no impact on the need for an override.

The Finance Committee defers recommendation.

This petition article came to the Finance Committee at the last possible day, and contains several significant uncertainties about its possible consequences. We therefore wish to investigate both the legal and financial implications of voting this article prior to formulating a recommendation.

NOTES:

ARTICLE 29 T.J. O'GRADY MEMORIAL SKATE PARK

(Majority vote required)

To see if the Town will vote to raise and appropriate, borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of paying the Town's share of construction, pursuant to an agreement with the Town of Acton, for the purpose of constructing the T.J. O'Grady Skate Park; further that the Town shall vote to authorize the Board of Selectmen to enter into an agreement with the Town of Acton for such purpose and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

The Board of Selectmen recommends (3 – 1).

The proposed T. J. O'Grady Skateboard Park represents a sustained and strong grass-roots effort from citizens of Boxborough and Acton to develop a recreational facility that will serve youths of both communities for years to come. Acton will assume the lion's share of the funding, and all of the operational responsibility. Hold-harmless agreements with the Town of Acton will minimize any liability risk to Boxborough. Private funds have already been raised in the cause. The requested contribution of \$40,000 from the people of Boxborough - about \$20 per household - is a small price to pay for a gift of such lasting value.

Unanimously, the Finance Committee does not recommend.

The Finance Committee voted to not recommend this article in light of the difficult financial choices facing the Town and the compelling need to rationalize discretionary spending. Through the Town's Master Planning process (and other venues), residents have expressed desires for many different types of recreational facilities. These desired facilities include tennis courts, additional ball fields, swimming facilities, bike paths, walking trails, and others. The relative priorities and constituencies of these recreational possibilities should be considered in any consideration of appropriations for new recreational facilities. We have no comparison of the numbers of residents served by a skateboard park as compared to other desired recreational facilities. Also, we believe that the Skate Park's location in Acton will constrain Boxborough resident participation, as compared to facilities that might be constructed in Boxborough.

The Boxborough Recreation Commission recommends unanimously.

The Boxborough Recreation Commission supports the efforts of the T. J. O'Grady Memorial Skate Park Committee and believes the Town of Boxborough should approve an appropriation of \$40,000, which will be applied to the construction of the T. J. O'Grady Memorial Skate Park. This will be a recreation facility located in Acton and available to Boxborough residents, which will promote a safe and secure environment for a growing population of skateboard and inline skating enthusiasts representing a cross section of all ages and genders. Since it is a community project, the Recreation Committee believes that Boxborough should participate with Acton on a proportionate basis. Acton has already appropriated \$80,000 in a prior year, and has committed more than \$80,000 of in-kind services towards the construction of the Skate Park. Moreover, Acton has agreed to maintain the Park and absolve Boxborough of any future liability for the Park's operation. The ratio of Acton's population to Boxborough's population is approximately 4 to 1. Therefore, since Acton's contribution totals \$160,000 in value, the Recreation Commission unanimously recommends a Boxborough contribution of \$40,000 as its "fair share" towards a facility that will benefit many families in our community.

NOTES:

**ARTICLE 30 AMEND FY 2001 & FY 2003 PERSONNEL PLAN SCHEDULE B AND PAY PRIOR
YEAR PAYROLL OBLIGATION**

(Majority vote required)

To see if the Town will vote to amend Personnel Administration Plan Schedule B for FY 2001 and 2003 to correct the compensation of the Clerk of Elections under Intermittent Employees as follows:

FY 2001	\$8.44 per hour
FY 2003	\$9.08 per hour

and further to transfer from available funds the sum of Fifty-Six Dollars and Seven Cents (\$56.07) more or less to pay an FY 2001 payroll obligation to the Clerk of Elections; or take any other action relative thereto.

The Board of Selectmen recommends (4 – 0).

This amendment is needed to correct the compensation of the Clerk of Elections to reflect the COLA increases of 4.6 % and 2.8 % given to all employees in FY '01 and FY '03, respectively. The compensation for the position of Clerk of Elections did not reflect these increases.

The Finance Committee recommends unanimously.

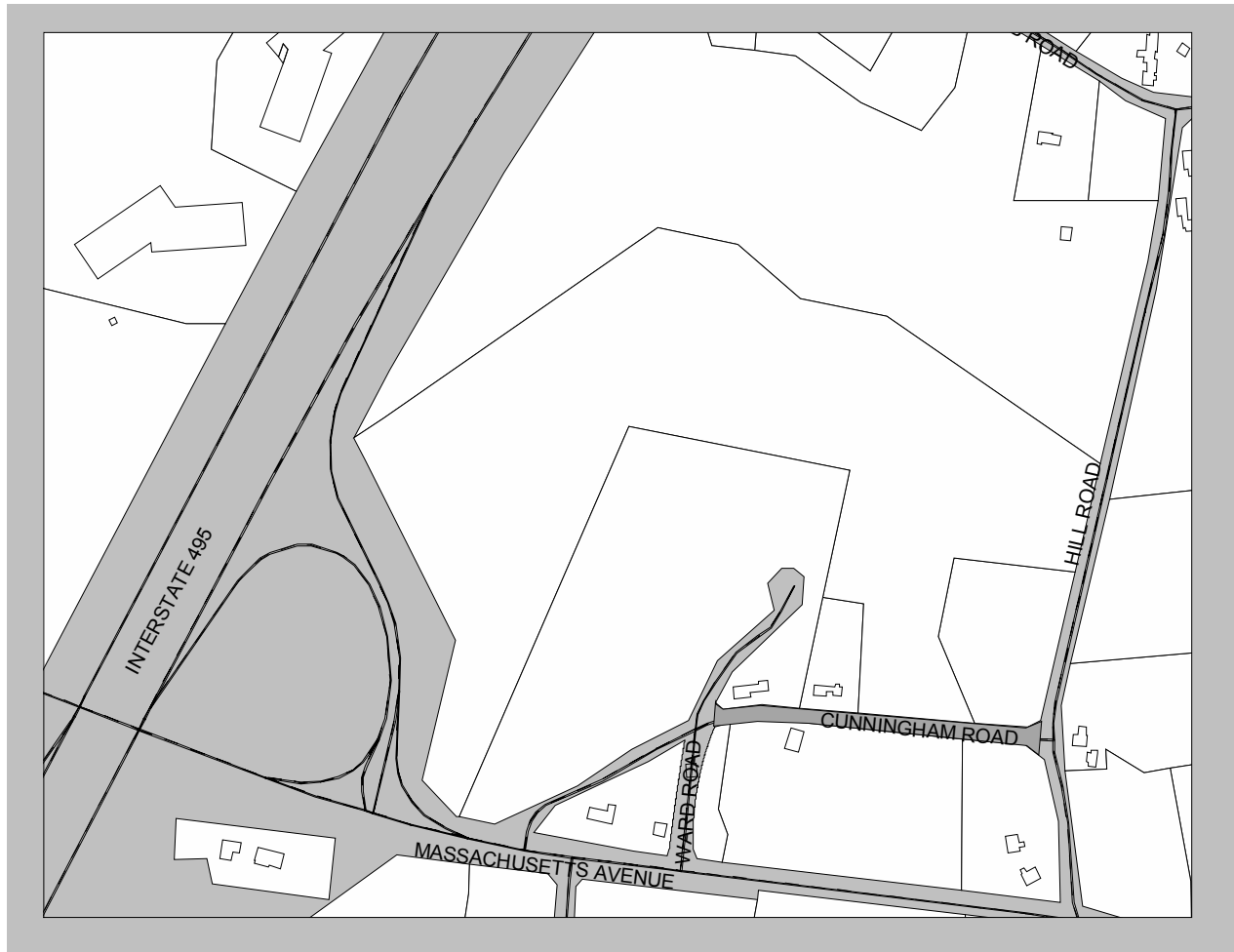
This is a housekeeping article intended to correct past errors in calculating the compensation for the Clerk of Elections.

NOTES:

ARTICLE 31 CUNNINGHAM ROAD – DISCONTINUE USE AS A PUBLIC WAY

(Majority vote required)

To see if the Town will vote to discontinue the easterly portion of Cunningham Road from the intersection of Ward Road to the intersection of Hill Road for a total of 850 feet, more or less, as shown on the following map, as a public way; or take any other action relative thereto.



The Planning Board recommends.

The Finance Committee recommends unanimously.

Future development in this area of town has the potential for adverse traffic impacts. This measure promises to minimize future traffic problems with minimal impact to current road usage in town.

NOTES:

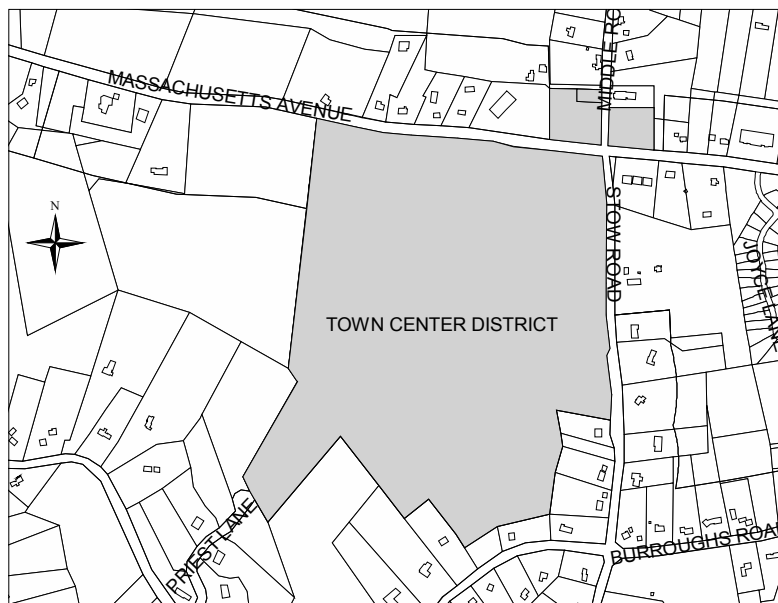
**ARTICLE 32 ZONING BYLAW AMENDMENT - AMENDMENTS TO THE TOWN CENTER
SIGN REQUIREMENTS TO CONFORM TO DESIGN REVIEW GUIDELINES**

(Two-thirds vote required)

To see if the Town will vote to amend the Signs Permitted in the Town Center District Section 3286 of the Zoning Bylaw to read as follows:

3286. One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed ~~twenty ten~~ **ten** square feet in area nor ~~ten~~ **seven** feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.

or take any action relative thereto.



Summary

The Design Review Board has informed the Planning Board that the requirements for Town Center signs in the Design Review Guidelines conflict with the requirements in the Zoning Bylaw. The proposal would make the Design Guidelines and the Sign Bylaw consistent.

The Planning Board recommends.

The Finance Committee does not recommend.

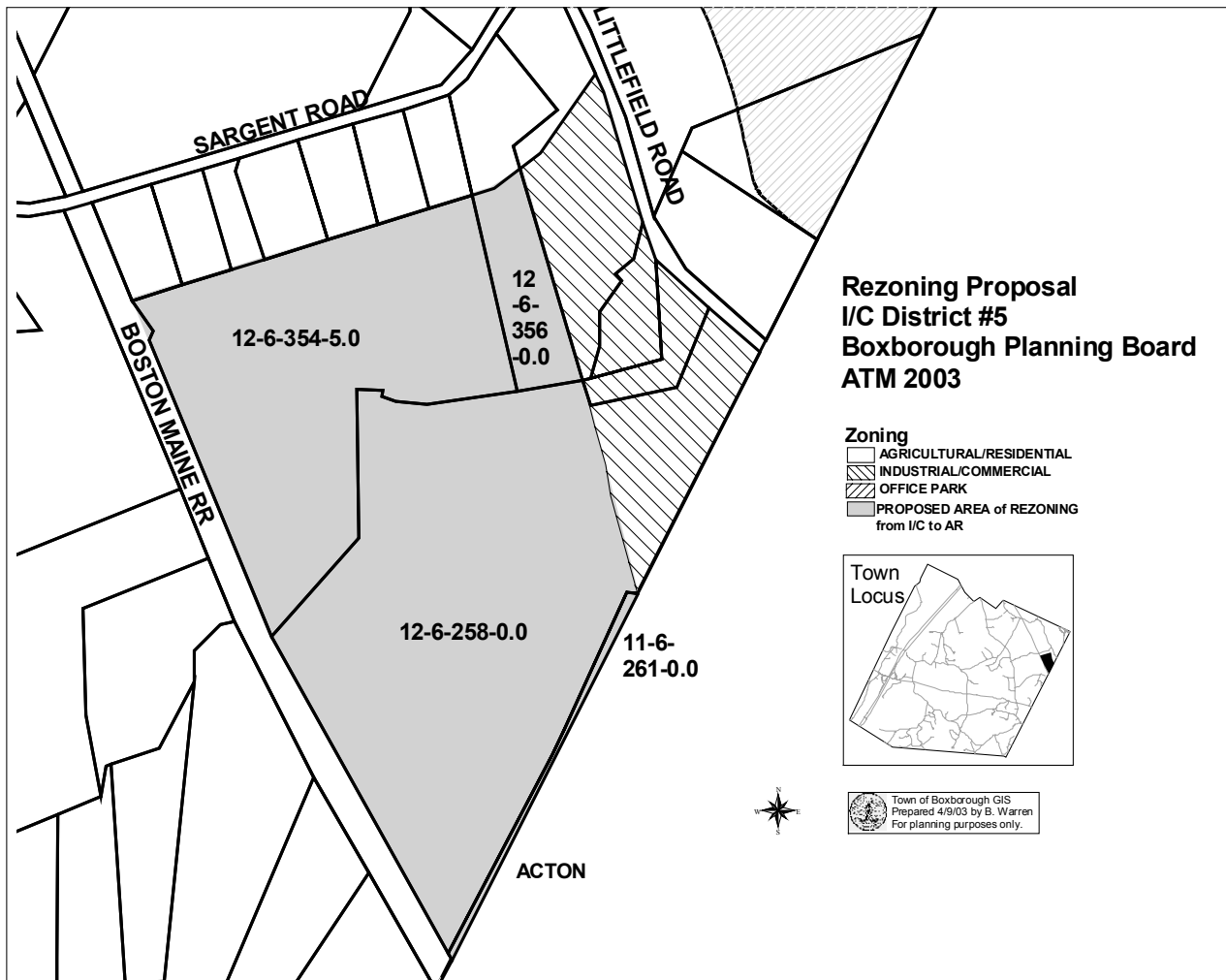
The wording and impact of this bylaw appear confusing and counterproductive to effective commercial development in Town Center. Given the lack of development at Town Center at this time and for the foreseeable future, we do not consider action on this article to be a priority. We furthermore believe that it is at least arguable that the Design Review Guidelines should be brought into conformance with the Zoning Bylaw, rather than vice versa as is proposed here.

NOTES:

ARTICLE 33 ZONING BYLAW AMENDMENT - REZONE PORTION OF INDUSTRIAL-COMMERCIAL (IC) DISTRICT #5 FROM INDUSTRIAL-COMMERCIAL (IC) TO AGRICULTURAL-RESIDENTIAL (AR)

(Two-thirds vote required)

To see if the Town will vote to rezone the land shown on the map below, in the vicinity of Sargent Road/Littlefield Road and along the Boston and Maine Railroad (Maps 11 & 12, Group 6 Parcels 258 (portion), 354.5, and 356) from Industrial-Commercial (IC) to Agricultural-Residential (AR); and to amend the Zoning Map and Definition of Districts accordingly; or take any other action relative thereto.



Summary

Over the past year and a half, the Planning Board has worked with consultants from Beals and Thomas Inc., and a multi-board steering committee on completing the Boxborough Master Plan, the town's first comprehensive plan that conforms with all of the requirements set forth in the Massachusetts General Laws. In January 2002, the Boxborough Planning Board voted to accept the Boxborough Master Plan; the Board reported their acceptance at the Annual Town Meeting in May 2002. A complete copy of the Master Plan can be found on the town's website: www.town.boxborough.ma.us. The Planning Board has begun the process of implementing the Action Items identified in the Master Plan. One of the priority Action Items is to review all of the commercial zoning districts that are adjacent to residential districts to determine if they are still viable commercial sites given existing land development patterns. The Planning Board conducted a public meeting on the proposal to rezone portions of Industrial Commercial District #5 and #7 on March 4, 2003. All land owners and abutters to Industrial-Commercial (IC) District #5 and IC District #7 were invited to attend. After the public hearing the Planning Board withdrew the Liberty Square rezoning proposal (IC District #7). The landowner of the parcels to be rezoned in the vicinity of Sargent Road and Littlefield Road (IC District #5) was in favor of the rezoning proposal since the land is currently being used for agricultural purposes.

The Planning Board recommends.

The Finance Committee recommends unanimously.

This rezoning reflects the current agricultural use of this land and has the support of the landowners. Furthermore, this article represents a step toward the implementation of the Town's published Master Plan by cleaning up zoning irregularities and inconsistencies with respect to current usage.

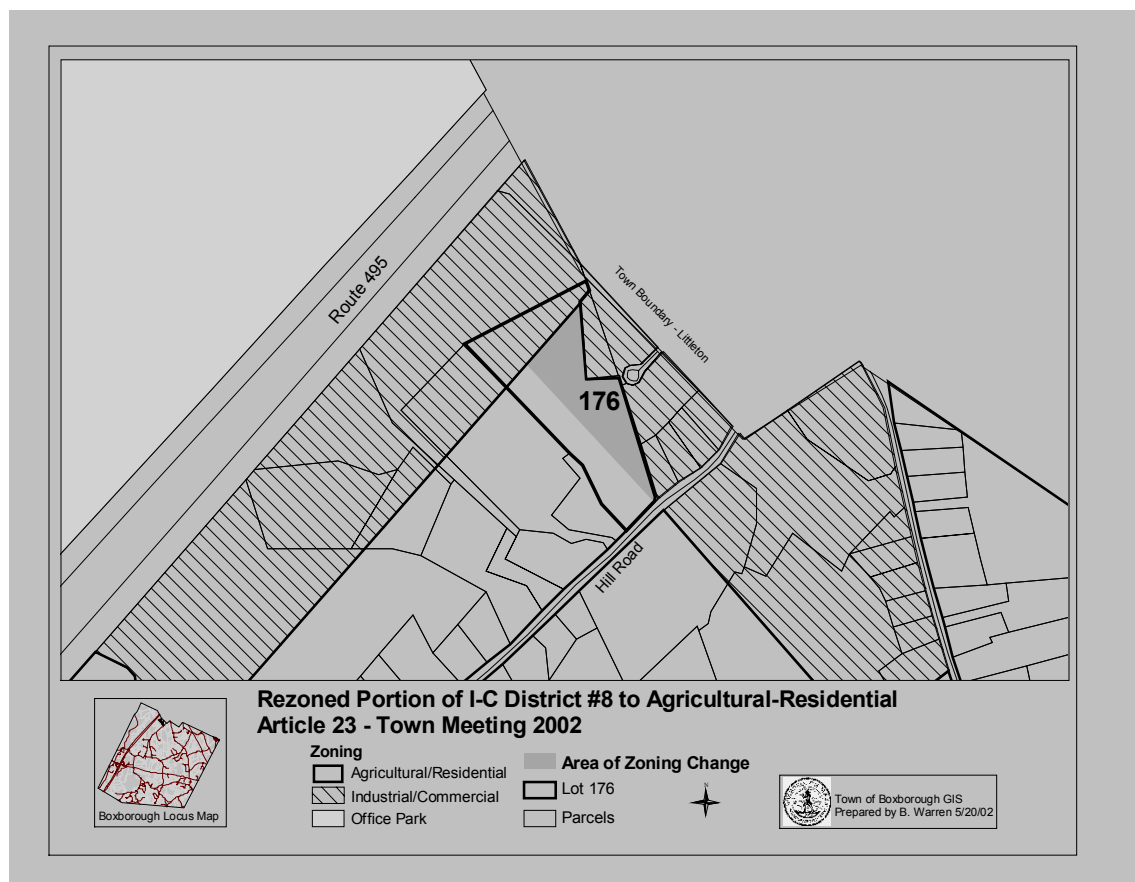
NOTES:

**ARTICLE 34 ZONING BYLAW AMENDMENT - REMOVE PORTION OF PARCEL 176
REZONED FROM IC TO AR AT THE 2002 ATM; AND PORTION OF IC DISTRICT
5 REZONED ABOVE FROM THE WIRELESS COMMUNICATION FACILITIES
OVERLAY DISTRICT**

(Two-thirds vote required)

To see if the Town will vote to remove from the Wireless Communication Facilities (WCF) Overlay District the portion of Assessor's Parcel 176, as shown in the map below, 750' from the I-495 right-of-way and along the northerly property line of Parcel 176 on Maps 4 and 8 that was rezoned from Industrial-Commercial District #8 to Agricultural-Residential District at the Annual Town Meeting in May 2002; and the portion of IC District # 5 in the vicinity of Sargent Road and Littlefield Road and along the Boston and Maine Railroad (Maps 11 & 12, Group 6 Parcels 258 (portion), 354.5, and 356) from Industrial-Commercial (IC) to Agricultural-Residential (AR) rezoned above; and to amend the Wireless Communication Facilities Overlay District Zoning Map accordingly.

or take any other action relative thereto.



**ATM 2003: PROPOSED WIRELESS COMMUNICATION
OVERLAY DISTRICT AMENDMENTS**



Summary

The Wireless Communication Facilities (WCF) Overlay District includes the Industrial-Commercial (IC) and Office Park (OP) zones, as well as other parcels along Route 111. Since both of these areas are no longer zoned for commercial purposes, they should be removed from the WCF Overlay District.

The Planning Board recommends.

The Finance Committee recommends unanimously.

This property was rezoned from Commercial-Industrial (CI) district to Agricultural-Residential (AR) at the 2002 ATM. The IC land was in the Wireless Overlay District. It is the reasoned position of the Planning Board that AR parcels should not be part of the Wireless Overlay District. This article therefore “completes” the prior rezoning of this land to AR.

ARTICLE 35 ZONING BYLAW AMENDMENT - ROOF TOP MECHANICALS

(Two-thirds vote required)

To see if the Town will vote to amend Section 2342 regarding dimensional requirements for roof mounted or attached structures as follows:

2342. Roof mounted or attached structures are permitted provided that such structures do not exceed ten (10) feet above the uppermost part of the building to which it is attached or forty-five feet (45) total height from ground level whichever is ~~greater~~ **less**.

or take any other action relative thereto.

Summary

Currently, the Zoning Bylaw allows a 10 foot extension from the maximum height requirement for roof mounted or attached structures. The proposed change would not allow roof top mechanicals to exceed the 45 foot height restriction.

The Finance Committee defers recommendation.

The direct and indirect consequences of this article are not clear at this time, and further discussion and clarification is expected prior to Town Meeting.

NOTES:

ARTICLE 36 AUTHORIZE BOS TO NEGOTIATE AGREEMENT FOR SOLID WASTE DISPOSAL

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract for solid waste disposal for a term not to exceed five (5) years; or take any other action relative thereto.

The Board of Selectman recommends (4 - 0).

In 1985, the Town entered a 20-year agreement along with a number of communities for the disposal of trash (NESWC). This agreement will end in September 2005. One of the terms of this agreement was that the company which assumed ownership of the facility would have first rights to negotiate for the follow-on contract with the member communities. Current discussions and proposals will be favorable to the Town, if the communities currently in the agreement sign a contract for a term of 5 years. This article authorizes the BoS to sign an agreement for up to 5 years pending final negotiations.

The Finance Committee recommends unanimously.

This article authorizes the Board of Selectmen to enter into a contract for solid waste disposal, in order to replace the NESWC contract, whose exclusivity is expiring shortly. The Town will have greater flexibility in the new environment and the Selectmen need the requested authority to negotiate favorable terms.

NOTES:

You are required to serve this Annual Town Meeting Warrant by Posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2003.

David L Birt, Chairman
Board of Selectmen

Donald R. Wheeler, Clerk
Board of Selectmen

Simon C. Bunyard
Board of Selectmen

Leslie Fox
Board of Selectmen

Kristin Hilberg
Board of Selectmen

REPORT OF THE FINANCE COMMITTEE

April/May 2003

Introduction

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by Town Bylaw with the responsibility to consider "all matters of business included within the articles of any Warrant for a Town Meeting," and "shall after due consideration report thereon in print its recommendation as to each article." We are also responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the Operating Budget under Article 5 at Annual Town Meeting in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operational issues within Town Government so as to foster informed debate at Town Meeting and other public forums.

During the past fiscal year, and most particularly the past two months, external forces have conspired to upend many of our expectations from the previous ten years regarding the foreseeable growth in revenues for the town and the balance between revenue capacity and expenditures. The principal features of this new environment include:

- Dramatically reduced State Aid now and for the foreseeable future, as compared to the past few years. This year Boxborough will lose at least \$350,000 in State aid to the Town and Regional School, as compared to FY '03.
- Restricted growth in residential and commercial properties due to the stagnant business climate. This translates directly into reduced local receipts for such things as building permits and excise taxes. Next year's (FY '04) Local Receipts are expected to be some \$70,000 less than the figure projected for FY '03.
- Necessary incremental costs to maintain the current level of Town services, in the form of contracted labor costs, rapidly rising Health Insurance costs, and large assessment increases from our Regional School Districts.

The immediate result of these conditions is that Boxborough has reached a situation in which an operating override is inevitable if we are to retain the level of Town services achieved in recent years. As you will see, even if we apply 35% of our available cash reserves to cover expenses in FY '04, we are still short of meeting Proposition 2 ½ tax levy constraints by \$725,000. Greater application of available funds to cover near term expenditures seems extremely unwise, given the likely worsening situation in the State Budget over the next few years.

We wish to impress upon the voters an ever-increasing need to formulate spending priorities in this difficult fiscal environment by careful consideration of both the operating budgets and warrant articles presented for vote at Town Meeting. We hope you will review the information presented in this warrant and come to Town Meeting on May 12, 2003 with at least a basic understanding of the choices to be made.

Boxborough 2003 Finance Committee

During 2002 the Finance Committee lost the services of 2001 Chairperson Kristin Hilberg, as she was elected to the Board of Selectmen (BoS) in the May 2002 election. Kristin had been on the Finance Committee for more than six years, with two years as Chairman, and will be sorely missed. The Finance Committee is fortunate to have new member Anton Reinert fill these shoes, providing significant experience in legal aspects of financial planning and human resources. Returning for another year on the Finance Committee were Lorraine Carvalho, James Gorman, Neal Hesler, Kathy Klier, Gary Kushner, Jane Soule, Keshava Srivastava, and Michael Touns. In September '02, the Finance Committee elected James Gorman to a second term (in four years) as Chairman. The Committee then elected Neal Hesler as Vice-Chairman and Gary Kushner as Secretary.

Some of the key events or issues occupying the Finance Committee in 2002/2003 are outlined below:

- Considerable discussion was held with all interested parties concerning the possibility of purchasing the Howe-Panek and Richards parcels for conservation purposes. A significant “wild card” in these purchases was the possibility of obtaining State Self-Help grants, amounting to \$250,000 each. These discussions included estimating the relative cash flow in the Town for situations in which the parcels were residentially developed, as compared to purchased by the Town. While this financial impact modeling was useful in understanding the cost impacts of both scenarios, it was found that the relative cost arguments were not decisive in either direction, and that the decision to purchase the parcels was fundamentally a voter value judgment.
- The Finance Committee and BoS wrestled with the possibilities of purchasing both a new Fire Dept. Ladder truck and a trash hauling truck in the increasingly tight budget environment, and despite significant merits in both cases decided to defer these purchases. The Fire Department Ladder Truck was then to have been placed on the May 2003 ATM warrant, but was bumped again due to the worsening financial situation and the fact that a new Chief will be hired in FY '04, and might wish to influence the decision.
- The Finance Committee participated in the debate on a Snow Removal Bylaw, which may have significant recurring labor costs and non-recurring equipment costs. This measure was defeated in 2002, and is returning in 2003 in slightly different form, with the Town seeking to acquire equipment to facilitate sidewalk snow clearing.
- During 2002, the Finance Committee worked with the Boxborough Housing Board (BHB) on several initiatives. These included evaluating mechanisms for handling grant and other monies aimed at condominium conversions as well as evaluating the financial parameters of both existing (Boxborough Meadows) and proposed (Summerfields) comprehensive permits. In the former activity (condo conversion) the Finance Committee supported the BHB request for \$200,000 in bonding authority to “float” a number of conversions to low-income units. In the latter activity, the Finance Committee has had significant interaction with the Zoning Board of Appeals (ZBA) to formulate means of regulating comprehensive permit financial statements and profits. This is an important activity, since the Town is entitled to comprehensive permit development profits exceeding a pre-determined threshold. Voters will also see that the BHB has been authorized an operating budget, starting in FY '04 to facilitate and manage the condominium exchange program, among other things.
- The Finance Committee, in concert with other members of the Boxborough Leadership Forum, continued to evaluate evolving concepts for a Capital Planning Bylaw, and associated committee, aimed at providing a stronger basis for financial decisionmaking. Due to continuing discussions concerning the role and priorities of the prospective Capital Planning Committee, the proposed bylaw again missed the ATM, and will be remanded for further study by the BoS, School Committee, Finance Committee, and other interested parties.
- A new and promising venture was initiated in 2002, when the Blanchard School opened an Integrated Preschool to service both normally developing (on a tuition basis) and specially developing children. This venture promises not only to provide a needed service within the boundaries of our Town, but also to save considerable expense in out-of-district placements that would otherwise be required. The Integrated Preschool is nearly self-supporting in its initial year through a revolving fund and promises to be a unique combination of effective education and fiscal efficiency.
- The Town government contemplated holding a Special Town Meeting on November 18, 2002 in order to adjust the appropriation of available funds in setting the FY '03 tax rate, among other things. After due consideration and re-estimation of potential revenue sources, this Special Town Meeting was found to be unnecessary. The FY '03 tax rate was set at \$12.78 per \$1000 in late November 2002. This tax rate is a 20% reduction from that of FY '02, but accommodates to an average single-family home valuation increase of slightly more than 30%. The typical homeowner in Boxborough therefore saw a 10%-12% increase in tax bills between FY '02 and FY '03.
- Early in calendar year 2003, the Town was informed that FY '03 State Aid would be cut by \$22,757 to help ameliorate the Commonwealth's growing fiscal crisis, via the governor's “9c” authority to balance the state budget. While this initial notification was not a very serious reduction in our revenue for the 2003 fiscal year,

it merely was the opening shot in a continuing skirmish between municipalities and the new administration. After several (and probably not yet final) iterations, Boxborough's net state aid to the Town stands at ~ \$350,000 less in FY '04 than it was in FY '03.

The Finance Committee continues to have active liaisons to many boards in town including the Boxborough School Committee, the Housing Board, the Library Trustees, the Master Planning Council and the Water Resources Committee. The Boxborough Leadership Forum (BLF), established in August 2001, continued to meet approximately monthly to exchange information among the BoS, Finance Committee, and School Committee (and more recently the Planning Board). One of the significant accomplishments of this group in 2002 was to develop a mutually agreeable model for projecting expenses and revenues and combining these projections to estimate tax levy requirements and possible Proposition 2 ½ override scenarios. While the different members of the BLF may naturally have diverse spending priorities, it has been a major accomplishment to arrive at a common ground of financial data upon which to judge competing spending options. This agreement achieved on the methods and numbers used to calculate compliance with Proposition 2 ½ has been extraordinarily helpful in sorting out the difficult choices described below with respect to the FY '04 budget

Finance Committee Town Meeting Notes:

Annual Town Meeting, May 13, 14, & 16, 2002

The Finance Committee presented current financial data and future revenue and expense projections in a "Town Finances Summary". Then the Town considered the following issues in a Special Town Meeting within the Annual Town Meeting:

- Approved payment of bills from prior fiscal years totaling \$1,243
- Approved amendments to the FY '03 budget totaling \$43,051
- Approved purchase of the Howe-Panek parcel for \$695,000, less a contribution of \$50,000 from the Boxborough Conservation Trust (BCT) and a State Self-Help grant of \$250,000
- Approved purchase of the Richards parcel for \$485,000, less a State Self-Help grant of \$250,000

The Town's abundant thanks are due to the BCT, the Conservation Commission and to Boxborough's representatives in both the Massachusetts Senate and General Court, for assisting the Town in defraying the cost of these land purchases by a total of \$550,000 from the gross total. While we cannot know the outcome of Town Meeting votes should these grants not have been received, we may conjecture that the likelihood of approval would have been significantly diminished.

Following the conclusion of the four Special Town Meeting articles, the Annual Town Meeting was called to order. The first article taken up was Article 21 (out of order), requesting \$200,000 in bonding authority to support the conversion of existing condominium units to "affordable housing" status. After a lively debate, a substantial majority approved this article. The first night of Town meeting was then adjourned. On the second night of Town meeting, the following significant issues were decided:

- The Town operating budget (Article 5) was approved at a total amount of \$14,596,109, with \$10,863,763 being raised by taxation, \$1,908,155 being anticipated in Cherry Sheet aid, \$1,225,558 estimated for local receipts, and an amount of \$598,633 being appropriated from available funds.
- A revolving fund was initiated for the Blanchard Integrated Preschool, with a first year limit of \$44,000.
- A Snow Removal Bylaw proposal was defeated.
- Funding of \$15,000 was approved for a new Town Hall telephone system.
- An appropriation of \$40,000 was approved for revaluation consulting to assist the assessor's office in the often complex and contentious process of re-valuing properties according to Mass. DoR requirements.
- The second night of Town Meeting ended with Article 22, Wireless Communications Bylaw, still on the floor after considerable debate.

- The third night of Town Meeting began with passage of the Wireless Communications Bylaw and concluded with the balance of the warrant.

FY 2004 Operating Budget – Proposition 2 ½ Override Issues

The biggest impact on this year's budget planning was the realization in late February and March 2003 that a combination of falling revenues and large fixed-cost increases was going to force an override situation in Boxborough. The Finance Committee has worked with the BoS and School Committee to illuminate for voters the choices to be made between maintaining services at recent levels with an override and foregoing an override at the price of significant reductions in services.

To this end Boxborough officials have completed estimates for the baseline or "A" Budget for Fiscal Year 2004, as well as outlined the impacts to services if a proposed override fails – a "B" Budget. Residents should be aware that this proposed FY '04 budget, while maintaining essential services at the level of recent years, has been heavily scrubbed to eliminate unnecessary expenditures. A review of the following table will show that with three exceptions, the budgetary increases have been held to less than, and in most cases significantly less than 5%.

If we except the Minuteman Tech line from the discussion due to the smallness of the dollar amount, the critical budget drivers between FY '03 and FY '04 are the A/B Regional School assessment and Employee Benefits. The A/B regional assessment is composed of both budgetary increases (~ 75% of the change) and the increased proportion of Boxborough students at the regional school (~ 25% of the change). Boxborough has little recourse to alter this assessment, short of precipitating a joint Town Meeting with Acton. The Employee Benefits increase is principally driven by Health Insurance costs, which most residents must surely appreciate. It is important to note that within these "A" budget figures are embedded negotiated salary and step increases in the vicinity of 5%-7%, indicating that significant cuts in expense lines as well as reductions in personnel at the Blanchard School were required to bring the overall budget for FY '04 in at a 7.88% increase, given the very large increases in A/B Regional assessment and Employee Benefits. Town Government, for example, cut expenses by \$69,000 in the FY '04 budget, and Public Works cut expenses by \$48,000. The Blanchard School cut a full time teacher in the FY '04 budget. A reprogramming of Town bonding saved another \$46,000 in the FY '04 budget.

Budget Category	FY '03 Level	FY '04 "A" Level	% Difference
General Government	\$939,350	\$909,596	-3.20
Protection	\$1,601,408	\$1,681,140	+4.98
Blanchard School	\$4,745,871	\$4,925,633	+3.79
A/B Regional School	\$3,607,454	\$4,326,696	+19.90
Minuteman Technical School	\$204,165	\$232,502	+13.90
Public Works	\$658,997	\$662,476	+0.53
Cultural and Recreation	\$160,464	\$165,951	+3.42
Health	\$62,501	\$63,273	+1.24
Reserve Fund	\$146,000	\$146,000	0.00
Debt Service	\$1,423,941	\$1,420,052	-0.27
Employee Benefits	\$1,045,958	\$1,212,548	+15.90
Total Operating Budget	\$14,596,109	\$15,745,867	+7.88

With this budgetary background in mind, we must turn to how the Town pays its bills. The sources of funds available to Boxborough are limited to three basic categories, with the following estimated amounts for FY '04.

Maximum Allowable Tax Levy (Prop. 2 ½)	\$11,720,270
State Aid	\$ 1,688,622
Local Receipts (Excise tax, permits)	\$ 1,135,496
Total Revenues	\$14,544,388

It is important to note here that the estimated figures for state aid and local receipts are reduced by a total of more than \$400,000 in these FY '04 estimates as compared to FY '03, dramatically affecting the Town's fiscal health. If we add the FY '04 budgetary figure from the table shown above to the estimated amount needed to cover abatements and adjustments to the property taxes (\$200,000), we find that Boxborough needs \$15,945,867 more or less to cover expenses in FY '04. This figure is larger than the total revenues available by \$1,401,479. The projected shortfall can only be covered by use of the Town's cash reserves and/or by a Proposition 2 ½ override. The Board of Selectmen, School Committee, and Finance Committee have discussed this situation at length, and have concluded that prudence suggests using no more than about 1/3 of the Town's \$1.9 Million in available cash reserves to cover the revenue shortfall. We concluded therefore to request a Proposition 2 ½ override vote in the amount of \$725,000. This results in the use of \$676,479 from the Town's cash reserves. If the proposed override vote succeeds, the Town's total property tax levy will be \$12,445,270 more or less. At a total valuation of approximately \$900 Million, the estimated tax rate for FY '04 will be approximately \$13.83 per \$1000 valuation or \$1,383 per \$100,000 of property value.

The Town must of course be prepared for the eventuality that the Proposition 2 ½ override vote may fail, in which case the Town's budget must be reduced by the \$725,000 amount of the override. Earnest and good faith discussions between officials at the Town Hall and School have arrived at a split of this necessary budget reduction for a "no-override" situation as follows:

Town Cuts	\$266,811
Blanchard School Cuts	\$458,189

In this scenario, the regional school assessments have not been cut, due to the difficulty, bordering upon impossibility, of enforcing such cuts. Residents should take note of the professionalism and good faith exhibited by town officials in this very difficult situation. Whereas the "A" budget outlined above preserves services to the town commensurate with recent years, the "B" or no-override budget requires significant cuts in town services. Examples of cuts to be made in the Town side "B" budget include: loss of a police officer, reduction in DPW staffing, reduction in planning/conservation staffing, failure to purchase a new police cruiser, reduced library hours, loss of one day in Transfer Station hours, elimination of consulting monies for Housing and Board of Health, and loss of a full time equivalent in Town Hall staff. In addition, numerous overtime and expense/training accounts will be cut to make up the shortfall. On the Blanchard School side of the ledger, failure to pass the proposed override will result in the loss of 6-7 staff-equivalents, including the Reading and Math remedial specialists. Many other expense accounts must also be reduced or eliminated to achieve the cuts at Blanchard School required if the override vote fails.

The result of failing to pass the proposed \$725,000 override vote will be that the total Boxborough tax levy for FY '04 will be limited to \$11,720,270, more or less. This would result in a tax rate of \$13.02 per \$1,000 valuation, or \$1,302 per \$100,000 of property value, a savings to the taxpayer of \$81 per \$100,000 of property value. As we approach Town Meeting on May 12, 2003 the figures outlined above may change slightly, but the general effects and conclusions outlined above cannot be escaped.

GENERAL FINANCIAL POLICIES

Policies adopted by the Finance Committee in FY '96 continue to guide the budget process as we enter the new millennium. It may help the voters' decision-making process to understand these policies as they review the town operating budget and warrant articles prior to the 2002 Annual Town Meeting. These policy guidelines address three broad areas of municipal finance: the General Fund, Capital Planning, and Debt Management.

General Fund

- Current operating expenses should be paid with current operating revenues,
- Free cash should be maintained at 3-5% of total expenses,

- Free cash in excess of policy should be reserved for emergency expenses or added to the Stabilization Fund for future capital projects,
- In each annual budget, at least 2% of revenues should be allocated to current capital expenses or to the Stabilization Fund,
- In each annual budget, 20% of the property taxes from new growth should be allocated to current capital expenses or to the Stabilization Fund,
- Fees and user charges should be reviewed annually in relation to the cost of providing the service.

Capital Planning

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.

Debt Management

- Debt service should not exceed 10% of revenues

The Finance Committee expects that these policies, together with a robust long term planning effort encompassing operating budgets, capital improvements, and town land resources, will serve to guide the budget process in years to come.

Conclusions

While we do not wish to be alarmist concerning Boxborough's financial future, it is essential that voters recognize the basic change that is taking place regarding the "bubble" of additional revenues we have enjoyed in the past ten years or so. The bubble has burst, the state is cutting several categories of local aid, and we must be more vigilant in identifying and prioritizing any new expenditures.

The most important thing that voters can do at this time is to make themselves familiar with the financial situation of the Town, by reviewing the information presented here and in the Article 5 description. Whatever the outcome of votes on specific budgetary lines and on the override ballot questions, the Finance Committee wishes that the discussion be well informed and wide-ranging. It is you the voter who can determine the future prospects for the town by careful consideration of the Town meeting Warrant Articles.